



# Interior Communications Electrician (IC)

June 2022





## United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



### The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

# CAREER ROADMAP

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## Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Interior Communications Electrician community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

## What is a Career Roadmap for Interior Communications Electrician?

Interior Communications Electrician roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

## What is the Enlisted Learning and Development Continuum?

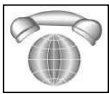
Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

## Do Sailors have to follow the Roadmap?

Yes. The Interior Communications Electrician roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Interior Communications Electrician "A" School at Great Lakes Training Center, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

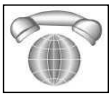
## Notes:



## IC CAREER PATH (SW)



Interior Communication Electricians (IC). ICs operate and perform organizational, intermediate, corrective and preventive maintenance on interior communications, alarms, warning systems, ship controls, entertainment, navigation, flight deck video and control systems, and plotting equipment. This is a sea intensive rating.					
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
28-30	ICCM	20.9 Yrs	CSEL, Enl Comm Mgr.	36	4 <sup>th</sup> Shore Tour Billet: ECM/TECHAD, Training Manager, Maintenance Manager, Instructor Duty: BUPERS, ATG, RMC
24-28	ICCM ICCS	20.9 Yrs 18.6	CSEL	48	4 <sup>th</sup> Sea Tour Billet: LCPO, 3MC. Duty: Ships. Qualification: CSTT, DCTT
21-24	ICCM ICCS ICC	20.9 Yrs 18.615.1	CWO, CSEL, Enl Comm Mgr, Instructor, RDC, Recruiter, Senior Enlisted Academy	36	3 <sup>rd</sup> Shore Tour Billet: ECM, Training Supervisor, LCPO, Lead Instructor, Lead Assessor, Inspector. Duty: BUPERS, CSCS/SCTSC, , ATG, RTC, NRD, RMC. Qualification: MTS, ATS, SEA, CDO/SDO
17-21	ICCS ICC IC1	20.9Yrs 15.18.7	CWO, CSEL, Senior Enlisted Academy	48	3 <sup>rd</sup> Sea Tour Billet: LCPO, 3MC. Duty: Ship. Qualification: Warfare Coord., CSTT, DCTT
14-17	ICCS ICC IC1	20.9 Yrs 15.1 8.7	LDO, CWO, CSEL, Instructor, RDC, Recruiter, Detailer	36	2 <sup>nd</sup> Shore Tour Billet: Instructor, Trainer, Inspector, RDC, Recruiter. Duty: CSCS/SCSTC, ATG, , RTC, RMC, NRD, NSW. Qualification: MTS, ATS, CDO/SDO
9-14	ICC IC1 IC2	14.5 Yrs 9 4	LDO, CWO, MECP, OCS	60	2 <sup>nd</sup> Sea Tour Billet: Technician, LPO, LCPO. Duty: Ship. Qualification: SW, AW, CSOOW, CSTT, DCTT
6-9	IC1 IC2 IC3	9 Yrs 4 1.1	STA-21, LDO, OCS, MECP, Instructor, RDC, Recruiter	36	1 <sup>st</sup> Shore Tour Billet: Instructor, RDC, Recruiter, Technician. Duty: CSCS/SCSTC, , RTC, WHCA, RMC, NRD, NSW. Qualification: MT



## IC CAREER PATH (SW)



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
2-6	IC2 IC3	4 Yrs 1.1	STA-21, Naval Academy, NROTC, OCS	60	1 <sup>st</sup> Sea Tour Billet: Maintenance Technician, WCS. Duty: Ship. Qualification: CS Area Supervisor, ATTT, VBSS, ESWS, EAWS
1+/-	ICSN ICSA Accession Training	.8 Yrs			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command

**Notes:**

1. "A" School and Security Clearance is required.
2. Deployable Sea and Land components located in the 7<sup>th</sup> Fleet AOR, 6<sup>th</sup> Fleet AOR and 5<sup>th</sup> Fleet AOR are extremely arduous, with deployable units being out of homeport well above CONUS average.
3. Instructor Duty billets can prevent a member from being in a leadership position. This fact is due to the sheer number of Chief Petty Officer and First Class billets at schoolhouses.
4. Tours at NPC and BUPERS require special screening and are highly competitive in nature.
5. Personnel assigned to RTC, OTC and Naval Academy as a Recruit Division Commander, are carefully screened and selected for this high priority assignment.
6. In-rating shore duty is limited and typically assigned as "A" or "C" School Instructors, DMA overseas, and IMAs. Most are encouraged to take a tour in recruiting or as an RDC. The IC rating is sea intensive, but currently there are no billets onboard LCS platforms.
7. Sea duty for ICC/ICCS/ICCM is large decks (CVN/LHA/LHD/LCCs) or 3MC, although limited.
8. All Shore special programs require screening.
9. The majority of V78B billets are overseas and Type 1 duty. All of the DMA billets are joint DOD. However, all V78B Broadcast Engineers have the ability to go to sea as a V78B or as a senior IC.

**In addition to the above career path, an IC is advanced due to their proven leadership, qualifications and performance against competition, regardless of billet assigned.**

**Considerations for promotion from E6 to E7**

**1. Sea Assignments (all)**

- Manning structure aboard a ship limits opportunity to serve in LPO positions.
- Qualified (I/P) OOD, CSOOW, Duty Dept. Head; (U/W) CSOOW, QAI (CVN Air Dept)  
IC's assigned to V2/4 onboard carriers may not have the typical CSOSS Quals expected
- Advanced Qualifications (I/P) AT TWO; (U/W) CSC, CSRO
- Achieve all Warfare qualifications available at command
- Training Team member (Primary CSTT Technical) (ATTT, ITT, DCTT)
- Asst. Command Collateral for major program with documented impact



## IC CAREER PATH (SW)



- Active First Class Mess involvement with documented impact
  - Sailor 360 involvement, preferably leading a committee
2. Shore Assignments (all)
- Billet base for IC is sea duty centric, which may preclude opportunity for an in-rate shore tour
  - School Instructor/Course Supervisor IC “A” or “C”/SCSTC/CSCS Det. (MTS during tour);  
Advanced Qualification: Training Manager
  - ATG (ATS during tour)(Advance Qual: MTS)
  - RMC Maintenance Technician with documented repairs
  - NPC (Detailer)
  - RDC (MTS during tour)
  - Enlisted Recruiter
  - Asst. Command Collateral for major program with documented impact
  - Active FCPOA involvement with documented impact
  - Sailor 360 involvement, preferably leading a committee

### **Considerations for promotion from E7 to E8**

1. Sea Assignments (all)
- Successful Divisional LCPO/ 3MC tour at an operational command.
  - Achieve all Warfare qualifications available at command
  - Qualified (I/P) Section Leader; (U/W) CSC, CSRO
  - Advanced Qualifications (I/P) ATTWO; (U/W) CICWO, Warfare Coordinator
  - Training Team member (Primary CSTT Technical and Tactical) (ATTT, ITT, DCTT, 3MTT)
  - Command Collateral with documented impact
  - Active CPO Mess involvement with documented impact
  - Sailor 360 involvement and leading a committee
2. Shore Assignments (all)
- Course Supervisor/Training Manager IC “A” or “C” School/ SCSTC/CSCS Det. (MTS during tour)
  - 
  - Waterfront Trainer and Assessor ATG (ATS during tour)(Advanced Qual: MTS)
  - RMC Maintenance Technician and Trainer
  - NPC (Detailer)
  - RDC (MTS during tour)
  - Command Collateral with documented impact
  - Active Mess/CPOA involvement with documented impact
  - Sailor 360 involvement and leading a committee
  - Qualified Assessor, ACDO/CDO/SDO

### **Consideration for promotion from E8 to E9**

1. Sea Assignments (all)
- Successful Departmental or Divisional LCPO / 3MC tour at an operational command
  - Achieve all Warfare qualifications available at command
  - Completed SEA or service equivalent academy
  - Qualified (I/P) Section Leader; (U/W) CSC, CSRO
  - Advanced Qualifications (I/P) CDO, Senior Enlisted Section Leader (CVN), Senior Enlisted Watch Bill Coordinator; (U/W) Warfare Coordinator
  - Training Team Lead (CSTT Technical, 3MTT)
  - Major command collateral with documented impact
  - Active CPO Mess (documented leadership and involvement)



## IC CAREER PATH (SW)



- Sailor 360 involvement and Leader/Coordinator
2. Shore Assignments (all)
- Training Manager/ Lead Instructor/ Maintenance Lead at IC “A” or “C” School/SCSTC/CSCS Det. (MTS during tour)
  - Waterfront Trainer and Assessor ATG (Team Lead, ATS/MTS Program Coordinator, qualified ATS during tour)(Advanced Qual: MTS)
  - RMC Field Maintenance Technician with documented repairs
  - BUPERS (ECM/ TECHAD)
  - NPC (Lead Detailer)
  - RDC (MTS during tour)
  - Qualified Assessor, ACDO/CDO/SDO/AOIC.
  - Major command collateral with documented impact
  - Active Mess/CPOA involvement with documented impact
  - Sailor 360 involvement and Leader/Coordinator



**OaRS**  
OCCUPATIONAL and READINESS STANDARDS

## Interior Communications Electrician Occupational and Readiness Standards (OaRS) to E4 NAVEDTRA 44051

**NAME:** \_\_\_\_\_

These Occupational and Readiness Standards (OaRS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OaRS is based on the Occupational Standards (OCCSTDs) for the rating/paygrade. An E4 should possess the minimum competencies of their rating/paygrade, whereby OaRS may provide benefits as a tool to train towards and track those competencies achieved.

OaRS does not address ship/unit/system specific standards, which may be covered within Personnel Qualification Standards (PQS), Job Qualification Requirements (JQR), or local training/qualification programs. OaRS addresses the overall rating at the E4 level, not the Sailor's position, billet, or duty assignment.

Generally, each OaRS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the Sailor can perform the tasks or can articulate knowledge of the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OaRS task element due to equipment configuration, mission, or operational status, the Sailor can seek training or understanding from his/her peers, leadership, or refer to technical manuals.

OaRS completion is voluntary and is not designed to replace other qualification programs (e.g. PQS, JQR). OaRS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs.

Task signatures are completed between the Sailor and the Sailor's supervisor, Leading Petty Officer (LPO) or E5 or above designee. Task sections are signed off by the Division Leading Chief or designee. Endorsement of completion of all OaRS tasks/sections are validated by the Division Officer, Department LCPO, Department Head, and Command Career Counselor (CCC).

### ALARM, SAFETY, AND WARNING SYSTEMS

Task Objective	** Supv Init	Date
Configure alarm, safety, and warning systems		
Repair alarm, safety, and warning systems		
Test alarm, safety, and warning systems		
Troubleshoot alarm, safety, and warning systems		

\*\* Supv Init may be LPO or E5 or above designee

**DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:**

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#### PENALTY STATEMENT

Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.

(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114-328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)



## AUXILIARY AND SUPPORT SYSTEMS

Task Objective	** Supv Init	Date
Configure auxiliary backup power systems		
Configure cathodic protection systems		
Replace auxiliary backup power systems and components		
Test auxiliary backup power systems and components		
Test cathodic protection systems		
Troubleshoot auxiliary backup power systems and components		

\*\* Supv Init may be LPO or E5 or above designee

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## DATA CONVERSION AND DISTRIBUTION

Task Objective	** Supv Init	Date
Configure computer and peripheral systems		
Configure data conversion and distribution systems		
Repair computer and peripheral systems		
Repair programmable logic controller systems		
Test computer and peripheral systems		
Test data conversion and distribution systems		
Test network systems		
Test programmable logic controller systems		
Troubleshoot computer and peripheral systems		
Troubleshoot data conversion and distribution systems		
Troubleshoot programmable logic controller systems		

\*\* Supv Init may be LPO or E5 or above designee

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## EQUIPMENT ADMINISTRATION

Task Objective	** Supv Init	Date
Collect equipment and system status data		
Conduct Emergency Action Plans (EAP) and Emergency Destruction Plans (EDP)		
Document equipment status		
Inspect work areas, tools, and equipment		
Install Interior Communication (IC) equipment		
Inventory controlled equipment		
Maintain Interior Communication (IC) equipment calibration records		

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## INDICATING, METERING, AND ORDERING

Task Objective	** Supv Init	Date
Configure salinity indicating systems		
Configure Tank Level Indicators (TLI)		
Repair salinity indicating systems		
Repair Tank Level Indicators (TLI)		
Test salinity indicating systems		
Test Tank Level Indicators (TLI)		
Troubleshoot salinity indicating systems		
Troubleshoot Tank Level Indicators (TLI)		

\*\* Supv Init may be LPO or E5 or above designee

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## INTERIOR COMMUNICATIONS

Task Objective	** Supv Init	Date
Configure amplified voice communication systems		
Configure Interior Communication (IC) switchboards		
Configure public address systems		
Configure ships announcing systems		
Configure ships service telephone peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)		
Configure sound powered phone systems		
Repair amplified voice communication systems		
Repair ships announcing systems		
Repair ships service telephone peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)		
Repair sound powered phone systems		
Test amplified voice communication systems		
Test Interior Communication (IC) switchboards		
Test ships announcing systems		
Test ships service telephone peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)		
Test sound powered phone systems		
Troubleshoot amplified voice communication systems		
Troubleshoot ships announcing systems		
Troubleshoot ships service telephone peripherals (e.g., handsets, biscuit boxes, shore connections, etc.)		
Troubleshoot sound powered phone systems		

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**MULTIMEDIA ENTERTAINMENT, COMMUNICATION, AND VIDEO MONITORING SYSTEMS**

Task Objective	** Supv Init	Date
Broadcast video entertainment		
Broadcast video monitoring feeds		
Configure video entertainment systems		
Configure video monitoring systems		
Repair centralized video distribution systems		
Test centralized video distribution systems		
Test video entertainment systems		
Test video monitoring systems		
Troubleshoot centralized video distribution systems		

\*\* Supv Init may be LPO or E5 or above designee

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**NAVIGATION SYSTEMS**

Task Objective	** Supv Init	Date
Configure navigation systems		
Configure ships speed systems		
Configure wind speed and direction systems		
Extract data from navigation systems for diagnostics		
Manage aft steering input to rudder		
Repair navigation systems		
Repair wind speed and direction systems		
Test navigation systems		
Test ships control console systems		
Test ships speed systems		
Test steering control systems		
Test wind speed and direction systems		
Troubleshoot navigation systems		
Troubleshoot ships control console systems		
Troubleshoot wind speed and direction systems		

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## TECHNICAL CORE FUNDAMENTALS

Task Objective	** Supv Init	Date
Analyze schematics (e.g., ship's drawings, mechanical drawings, electronic schematics, piping and valve drawings, etc.)		
Conduct Combat Systems Alignments (CSA)		
Configure Alternating Current (AC) circuits		
Configure combat systems equipment		
Configure Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)		
Configure electromechanical (synchro/servo) systems		
Perform basic soldering on electrical and electronic equipment		
Perform Combat Systems Operational Sequencing System (CSOSS) procedures (e.g., casualty responses/operations, normal operations, energize/de-energize equipment, etc.)		
Perform corrosion prevention and control procedures on Interior Communication (IC) equipment and systems		
Provide technical support		
Repair Alternating Current (AC) circuits		
Repair digital circuits		
Repair Direct Current (DC) circuits		
Repair electromechanical (synchro/servo) systems		
Repair interconnecting cables and connectors		
Repair power supplies		
Repair Radio Frequency (RF) circuits		
Replace Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)		
Set Emission Control (EMCON) conditions		
Set Hazards of Electromagnetic Radiation to Ordnance (HERO)/Hazards of Electromagnetic Radiation to Personnel (HERP) conditions		
Test Alternating Current (AC) circuits		
Test Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)		
Test digital circuits		
Test Direct Current (DC) circuits		
Test electromechanical (synchro/servo) systems		
Test fiber optic cables and connectors		
Test interconnecting cables and connectors		
Test power supplies		
Test Radio Frequency (RF) circuits		
Test valves		
Troubleshoot Alternating Current (AC) circuits		
Troubleshoot Commercial-Off-The-Shelf (COTS) and Non-Program of Record (Non-POR) systems (e.g., video, audio, communication, etc.)		
Troubleshoot digital circuits		
Troubleshoot Direct Current (DC) circuits		
Troubleshoot electromechanical (synchro/servo) systems		
Troubleshoot fiber optic cables and connectors		
Troubleshoot interconnecting cables and connectors		
Troubleshoot power supplies		
Troubleshoot Radio Frequency (RF) circuits		
Troubleshoot valves		

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## VISUAL LANDING AIDS

Task Objective	** Supv Init	Date
Align hydraulic systems		
Configure visual landing aid systems		
Repair hydraulic systems		
Test hydraulic systems		
Test visual landing aid systems		
Troubleshoot hydraulic systems		
Troubleshoot visual landing aid systems		

\*\* Supv Init may be LPO or E5 or above designee

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**COMMAND ENDORSEMENT**

Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.  
Signature level at discretion of command.

**DIVISION OFFICER:**

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**DEPARTMENT LCPO:**

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**DEPARTMENT HEAD:**

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**COMMAND CAREER COUNSELOR:**

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**PENALTY STATEMENT**

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**Command Comments – Command Use Only:**

**Enlisted Community Manager Comments:**

Once an individual Sailor's Occupational and Readiness Standards (OaRS) have been completed and endorsed by the Command Career Counselor (CCC), documentation of completed OaRS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OaRS completion as well as Command and Navy stakeholders ability to monitor the execution of OaRS.



## Interior Communications Electrician Seaman Recruit to Seaman

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Interior Communications Combined "A" School <sup>1</sup>	Great Lakes IL	A-100-0097	110 days	
Interior Communications Electrician ATT (Block 1) <sup>1</sup>	Great Lakes, IL	A-100-0098	26 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Shipboard Gauge Calibration Training <sup>2</sup>	Groton, CT / Norfolk, VA / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Kings Bay, GA / Bangor, WA	A-652-0510	5 days	
TV-DTS Marine Stabilized Antenna System SPA-15411 <sup>1</sup>	Portsmouth, VA	W-623-1111	5 days	
Propulsion Alarm and Indicating Systems Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	A-651-0047	31 days	
Fiber Optics Maintenance Technician <sup>1</sup>	SCSTC DETs (various)	A-670-0063	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
V68B - Integrated Voice Communications (STC-2) Technician <sup>1</sup>	San Diego, CA	A-623-0101	100 days	
V69B - MarCom Intergrated Voice Communications Technician <sup>1</sup>	San Diego, CA	A-623-0022	33 days	
V70B - Integrated Voice Communications (STC-3) Technician <sup>1</sup>	San Diego, CA	A-623-0002	40 days	
V73B - Gigabit Ethernet Data Multiplex System (GEDMS) Interior Communications <sup>1</sup>	Dam Neck, VA	A-102-0256	54 days	
V76B - Integrated Launch and Recovery Television Surveillance (ILARTS) System <sup>1</sup>	Great Lakes, IL	A-191-0011	124 days	
V77B - Shipboard Information, Training, and Education (SITE) Closed Circuit TV Technician <sup>1</sup>	Great Lakes, IL	A-191-0010	103 days	
753B - Stabilized Glide Slope Indicator System Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	C-670-2013	19 days	
V79B - Integrated Navigation and Tactical Plotting System (INTPS) Maintenance <sup>1</sup>	San Diego, CA	A-623-2751	33 days	
V80B - Fiber Optic Data Multiplex Technician (FODMS) <sup>1</sup>	Great Lakes, IL	A-670-0065	54 days	
754B - Vertical Short Take-off and Landing Optical Lens System (VSTOL OLS) <sup>1</sup>	Great Lakes, IL	A-670-0064	12 days	
V81B - Improved Fresnel Lens Optical Landing System (IFLOLS) Maintenance Tech <sup>1</sup>	Lakehurst, NJ	C-670-2011	51 days	
V92B - Shipboard Announcing Systems Maintenance <sup>1</sup>	San Diego, CA	A-623-0003	12 days	
765A - Physical/Dimensional Calibration Specialist <sup>1</sup>	Keesler AFB	A-670-0043	60 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

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## **JOB DESCRIPTION**

Interior Communications Technicians operate and repair alarm, warning, and indicating systems, interior communication systems, ship's speed and steering control systems, power generation and distribution systems, data conversion and distribution systems, aviation monitoring and landing aids, information and training systems, gyro navigation systems, electrical, electronic, fiber optic, hydraulic, mechanical, synchro and servo systems and environmental systems. Interpret and analyze ship's blueprints and system interface diagrams.

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## **RECOMMENDED BILLET ASSIGNMENTS**

1st Sea Tour (CONUS/OUTUS) Maintenance Technician.



**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD:      SEA / SHORE:      /
PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)			
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:

6 Month:  12 Month:  18 Month:

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):  Medical Enlisted Commissioning Program (MECP):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
QA 301 Craftsmen		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Surface Warfare Specialist		
Enlisted Information Warfare Specialist (EIWS)		
Enlisted Information Warfare Specialist (EIWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365-B)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>IC In-Rate</b>		
LSD 41 Class Interior Communications (IC) Electrical NAVEDTRA 43467-8 SERIES		
CRUDES Interior Communication (IC) Electrical NAVEDTRA 43409-8 SERIES		
LHD 1 Class Interior Communications (IC) Electrical NAVEDTRA 43521-8 SERIES		
LCC 19 Class Interior Communications (IC) Electrical NAVEDTRA 43132-8 SERIES		
CVN Non-Nuclear Interior Communications (IC) Electrical NAVEDTRA 43141-8 SERIES		
LHA 1 Class Interior Communication (IC) Electrical NAVEDTRA 43147-8 SERIES		
AS 39 Class Interior Communications (IC) Electrical NAVEDTRA 43161-8 SERIES		
<b>CSOSS</b>		
Combat Systems Technician (CSOSS 301)		

Notes on Qualifications:

## NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

**Navy Retention and Career Development Tools** are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - <https://www.cool.osd.mil/usn/>

USMAP - <https://usmap.osd.mil/>

MilGears - <https://milgears.osd.mil/>

### CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IC-Interior Communications Electrician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	CertNexus (formerly Logical Operations)	Certified Internet of Things Practitioner (CloTP)	
E5	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Certified Alarm Security Technician (CAST)	
E3	Electronics Technicians Association, International (ETA-I)	Data Cabling Installer (DCI)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 2 (GCT2)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E6	Electronics Technicians Association, International (ETA-I)	Senior Certified Electronics Technician (CETsr)	
E4	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E4	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	International Association of Electrical Inspectors (IAEI)	National Certification Program for Construction Code Inspectors (NCPCCI) Electrical General (2B)	
E4	International Code Council (ICC)	Commercial Fire Alarm Plans Examiner I - CN	
E4	International Code Council (ICC)	Residential Fire Sprinkler Inspector/Plans Examiner - RF	
E4	InterNational Electrical Testing Association (NETA)	ETT Certified Assistant Level 2	
E6	InterNational Electrical Testing Association (NETA)	ETT Certified Senior Technician Level 4	
E5	InterNational Electrical Testing Association (NETA)	ETT Certified Technician Level 3	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level I	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level III	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level IV	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Inspection and Testing of Water-Based Systems - Level I	
E5	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level IV	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Designer - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level II	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level III	
E7	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level IV	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

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## Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IC-Interior Communications Electrician rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Audio-Video Repairer	
Central Office Repairer	
Computer Operator	
Electrician	
Electrician, Maintenance	
Maintenance Mechanic, Telephone	
Optical-Instrument Assembler (Optical Goods)	
Station Installer And Repairer	

**MilGears:** MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

### ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide

customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

### QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.
- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit <https://milgears.osd.mil/>.

**\*\*These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.\*\***

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IC-Interior Communications Electrician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Audio and Video Technicians
Audiovisual Equipment Installers and Repairers
Bioinformatics Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical Engineers
Electricians
First-Line Supervisors of Construction Trades and Extraction Workers
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Office and Administrative Support Workers
General and Operations Managers
Government Property Inspectors and Investigators
Radio, Cellular, and Tower Equipment Installers and Repairers
Regulatory Affairs Specialists
Security and Fire Alarm Systems Installers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Telephone Operators
Training and Development Specialists

Occupation (Federal Employer)
0382 - Telephone Operating Series
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
1084 - Visual Information Series
1361 - Navigational Information Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
3725 - Battery Repairing
9944 - Electronics Technician

**SkillBridge:** The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit <https://skillbridge.osd.mil/index.htm>.



## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate



applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

**AC/FTS TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

**SELRES TRANSFER:**

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

**SEPARATING/RETIRE\*:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E1/E2/E3 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) <sup>6</sup>	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

6 - Required for delivery in "A" School for all ratings

**E1/E2/E3 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**E1/E2/E3 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
<b>Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E1/E2/E3 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E1/E2/E3 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1430.16F (With Change-1), Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve				
BUPERSINST 1610.10C (WITH CHANGE-2), Navy Performance Evaluation System				
Military Requirements, Basic (BMR)	Non-Resident Training Course	NAVEDTRA 14325		
NAVPERS 15665I, U.S. Navy Uniform Regulations				
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual				
OPNAVINST 3500.39C, Operational Risk Management (ORM)				
OPNAVINST 5354.1F (WITH CHANGE-1), Navy Equal Opportunity Policy				
OPNAVINST 5370.2C, Navy Fraternalization Policy				
SECNAVINST 1752.4B, Sexual Assault Prevention and Response				
The Bluejacket's Manual (Revision-24TH), The Bluejacket's Manual				

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."



## E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V COMFLTFORCOMINST 4790.3	
Electric Plant-General NAVSEA S9086-KC-STM-010/CH-300	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
Engineer Operational Sequencing Systems (EOSS) Manuals	
Improved Fresnel Lens Optical Landing System, MK13 MOD 0 NAVAIR 51-40ABA -21	
Stabilized Glide Slope Indicator (SGSI) MK1 MOD 0 NAVAIR 51-5B-2	
Interior Communications Electrician, Volume 01 NAVEDTRA 14120(A)	
Interior Communications Electrician, Volume 02 NAVEDTRA 14121(A)	
NEETS, Module 01--Matter, Energy, and Direct Current NAVEDTRA 14173A	
NEETS, Module 02--Alternating Current and Transformers NAVEDTRA 14174A	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement NAVEDTRA 14175A	
NEETS, Module 04--Electrical Conductors, Wiring Techniques and Schematic Reading NAVEDTRA 14176A	
NEETS, Module 05--Generators and Motors NAVEDTRA 14177A	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies NAVEDTRA 14178	
NEETS, Module 07--Solid-State Devices And Power Supplies NAVEDTRA 14179A	
NEETS, Module 08--Introduction To Amplifiers NAVEDTRA 14180	
NEETS, Module 13--Number Systems And Logic Circuits NAVEDTRA 14185A	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros NAVEDTRA 14187A	
NEETS, Module 16--Test Equipment NAVEDTRA 14188A	
NEETS, Module 19--The Technician's Handbook NAVEDTRA 14191	
NEETS, Module 20--Master Glossary NAVEDTRA 14192	
Wind Indicating Equipment Type F NAVSEA 0965-LP-108-9010	
Portable Storage And Dry Batteries NAVSEA S9086-KR-STM-010/CH-313	
Interior Communication Installations NAVSEA S9086-PA-STM-010/CH 430	
EM LOG MK 6 MOD 0-2, VOL 1 NAVSEA SE178-AL-MMM-010	
Ships' Maintenance and Material Management (3M) Manual NAVSEAINST 4790.8 Series	
Standard Organization and Regulations of the U.S. Navy (SORM) OPNAVINST 3120.32 Series	
TELEVISION DIRECT-TO-SAILOR (TV-DTS) ANTENNA SYSTEM EE130-C1-MMC-010	
Blueprint Reading and Sketching NAVEDTRA 14040A	
Electrician's Mate Rating Manual NAVEDTRA 14344	
SHIPBOARD INFORMATION, TRAINING, AND ENTERTAINMENT (SITE) SYSTEM AN/UXQ-18 NAVSEA SE101-B8-OMP-010	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs OPNAVINST 5100.19E	
Tag-Out Users Manual NAVSEA S0400-AD-URM-010/TUM	
SNTM CHAPTER 408 FIBER OPTIC TOPOLOGY, OP MAINT & REPAIR S9086-PF-STM-010	
SITE 400 AN/UXQ-19 SE101-B9-OMP-010/SITE 400	
DIGITAL ELECTRONIC SHIPS COURSE INDICATOR SN577-AB-MMO-010	
MILITARY HANDBOOK, SYNCHROS MIL-HDBK-225A	
SALINITY INDICATING EQUIPMENT SN576-AE-MMA-010	
NSTM 430, Interior Communications Installations NTSM 430	



## Interior Communications Electrician Petty Officer Third Class (Apprentice/Journeyman)

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Shipboard Gauge Calibration Training <sup>2</sup>	Groton, CT / Norfolk, VA / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Kings Bay, GA / Bangor, WA	A-652-0510	5 days	
TV-DTS Marine Stabilized Antenna System SPA-15411 <sup>1</sup>	Portsmouth, VA	W-623-1111	5 days	
Propulsion Alarm and Indicating Systems Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	A-651-0047	31 days	
Fiber Optics Maintenance Technician <sup>1</sup>	SCSTC DETs (various)	A-670-0063	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
730A - Miniature/Microminiature Module (2M) Technician <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0008 (P/L)	46 days	
V68B - Integrated Voice Communications (STC-2) Technician <sup>1</sup>	San Diego, CA	A-623-0101	100 days	
V69B - MarCom Intergrated Voice Communications Technician <sup>1</sup>	San Diego, CA	A-623-0022	33 days	
V70B - Integrated Voice Communications (STC-3) Technician <sup>1</sup>	San Diego, CA	A-623-0002	40 days	
V73B - Gigabit Ethernet Data Multiplex System (GEDMS) Interior Communications <sup>1</sup>	Dam Neck, VA	A-102-0256	54 days	
V74B - Intergrated Voice Communications Network (IVCN) Maintenance <sup>1</sup>	San Diego, CA	A-623-0200	47 days	
V76B - Integrated Launch and Recovery Television Surveillance (ILARTS) System <sup>1</sup>	Great Lakes, IL	A-191-0011	124 days	
V77B - Shipboard Information, Training, and Education (SITE) Closed Circuit TV Technician <sup>1</sup>	Great Lakes, IL	A-191-0010	103 days	
V78B - Broadcast Engineering Technician <sup>1</sup>	Ft Meade, MD	S-198-0053	96 days	
753B - Stabilized Glide Slope Indicator System Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	C-670-2013	19 days	
V79B - Integrated Navigation and Tactical Plotting System (INTPS) Maintenance <sup>1</sup>	San Diego, CA	A-623-2751	33 days	
V80B - Fiber Optic Data Multiplex Technician (FODMS) <sup>1</sup>	Great Lakes, IL	A-670-0065	54 days	
754B - Vertical Short Take-off and Landing Optical Lens System (VSTOL OLS) <sup>1</sup>	Great Lakes, IL	A-670-0064	12 days	
755B - MCM Main Control Console Maintenance Tech <sup>1</sup>	Point Loma, CA	A-623-0010	35 days	
V81B - Improved Fresnel Lens Optical Landing System (IFLOLS) Maintenance Tech <sup>1</sup>	Lakehurst, NJ	C-670-2011	51 days	
783A - Micro-miniature Repair Tech (2M) <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0073	11 days	
784A - Miniature Electronic Repair Technician (2M) <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / Whidbey Island, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0072	26 days	
V05C - AN/SIA-129(V) Announcing Communications System Technician <sup>1</sup>	San Diego, CA	A-623-004	26 days	
V92B - Shipboard Announcing Systems Maintenance <sup>1</sup>	San Diego, CA	A-623-0003	12 days	
765A - Physical/Dimensional Calibration Specialist <sup>1</sup>	Keesler AFB	A-670-0043	60 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

### JOB DESCRIPTION

Interior Communications Technicians operate, perform preventive maintenance, repair, supervise the installation, and stand watch on alarm, warning, and indicating systems, interior communication systems, ship's speed and steering control systems, power generation and distribution systems, data conversion and distribution systems, aviation monitoring and landing aids, information and training systems, gyro navigation systems, electrical, electronic, fiber optic, hydraulic, mechanical, synchro and servo systems and environmental systems. Interpret and analyze ship's blueprints and system interface diagrams.

### RECOMMENDED BILLET ASSIGNMENTS

1st Sea Tour (CONUS/OUTUS) Maintenance Technician, WCS.

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS): <input type="text"/>		Date of Initial Entry Reserve Forces (DIERF): <input type="text"/>	
Pay Entry Base Date (PEBD): <input type="text"/>			
ADSD: <input type="text"/>	Report Date: <input type="text"/>	EAOS/EOS: <input type="text"/>	PRD: <input type="text"/> SEA / SHORE: <input type="text"/> / <input type="text"/>
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)			
Date Advanced: <input type="text"/>		Eligible Advancement Date: <input type="text"/> Number of times up: <input type="text"/>	
HYT Date: <input type="text"/>		Security Clearance Level: <input type="text"/> Date Last updated: <input type="text"/>	
Command INDOC complete: <input type="text"/>			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878  
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Seaman to Admiral 21 (STA-21):  Medical Enlisted Commissioning Program (MECP):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:

## RECORD REVIEW CHECKLIST

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Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
QA 301 Craftsmen		
Collateral Duty Inspector (CDI) Program <sup>1</sup>		

<sup>1</sup> - Applicable to CVN Air Department IC personnel

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Surface Warfare Specialist		
Enlisted Information Warfare Specialist (EIWS)		
Enlisted Information Warfare Specialist (EIWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365-B)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>IC In-Rate</b>		
LSD 41 Class Interior Communications (IC) Electrical NAVEDTRA 43467-8 SERIES		
CRUDES Interior Communication (IC) Electrical NAVEDTRA 43409-8 SERIES		
LHD 1 Class Interior Communications (IC) Electrical NAVEDTRA 43521-8 SERIES		
LCC 19 Class Interior Communications (IC) Electrical NAVEDTRA 43132-8 SERIES		
CVN Non-Nuclear Interior Communications (IC) Electrical NAVEDTRA 43141-8 SERIES		
LHA 1 Class Interior Communication (IC) Electrical NAVEDTRA 43147-8 SERIES		
AS 39 Class Interior Communications (IC) Electrical NAVEDTRA 43161-8 SERIES		
<b>CSOSS</b>		
Combat Systems Technician (CSOSS 301)		
CSOSS Area Supervisor		

Notes on Qualifications:

## NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

**Navy Retention and Career Development Tools** are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - <https://www.cool.osd.mil/usn/>

USMAP - <https://usmap.osd.mil/>

MilGears - <https://milgears.osd.mil/>

### CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IC-Interior Communications Electrician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	CertNexus (formerly Logical Operations)	Certified Internet of Things Practitioner (CloTP)	
E5	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Certified Alarm Security Technician (CAST)	
E3	Electronics Technicians Association, International (ETA-I)	Data Cabling Installer (DCI)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 2 (GCT2)	



Target Paygrade	Certifying Agency	Credential Title	Date Completed
E6	Electronics Technicians Association, International (ETA-I)	Senior Certified Electronics Technician (CETsr)	
E4	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E4	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	International Association of Electrical Inspectors (IAEI)	National Certification Program for Construction Code Inspectors (NCPCCI) Electrical General (2B)	
E4	International Code Council (ICC)	Commercial Fire Alarm Plans Examiner I - CN	
E4	International Code Council (ICC)	Residential Fire Sprinkler Inspector/Plans Examiner - RF	
E4	InterNational Electrical Testing Association (NETA)	ETT Certified Assistant Level 2	
E6	InterNational Electrical Testing Association (NETA)	ETT Certified Senior Technician Level 4	
E5	InterNational Electrical Testing Association (NETA)	ETT Certified Technician Level 3	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level I	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level III	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level IV	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Inspection and Testing of Water-Based Systems - Level I	
E5	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level IV	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Designer - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level II	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level III	
E7	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level IV	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	



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## Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IC-Interior Communications Electrician rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Audio-Video Repairer	
Central Office Repairer	
Computer Operator	
Electrician	
Electrician, Maintenance	
Maintenance Mechanic, Telephone	
Optical-Instrument Assembler (Optical Goods)	
Station Installer And Repairer	

**MilGears:** MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

### ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

### QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.

- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit <https://milgears.osd.mil/>.

**\*\*These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.\*\***

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IC-Interior Communications Electrician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Audio and Video Technicians
Audiovisual Equipment Installers and Repairers
Bioinformatics Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical Engineers
Electricians
First-Line Supervisors of Construction Trades and Extraction Workers
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Office and Administrative Support Workers
General and Operations Managers
Government Property Inspectors and Investigators
Radio, Cellular, and Tower Equipment Installers and Repairers
Regulatory Affairs Specialists
Security and Fire Alarm Systems Installers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Telephone Operators
Training and Development Specialists

Occupation (Federal Employer)
0382 - Telephone Operating Series
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
1084 - Visual Information Series
1361 - Navigational Information Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
3725 - Battery Repairing
9944 - Electronics Technician

**SkillBridge:** The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit <https://skillbridge.osd.mil/index.htm>.

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

### SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

### SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)



## PROFESSIONAL MILITARY EDUCATION (E4)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB

**E4 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course <sup>5</sup>	Water front/ Flightline/ Various <sup>4</sup>	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

5 - Available for paygrades E3 and E4

**E4 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
<b>Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E4 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):

[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E4 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1430.16F (With Change-1), Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve				
BUPERSINST 1610.10C (WITH CHANGE-2), Navy Performance Evaluation System				
Military Requirements, Basic (BMR)	Non-Resident Training Course	NAVEDTRA 14325		
NAVPERS 15665I, U.S. Navy Uniform Regulations				
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual				
OPNAVINST 3500.39C, Operational Risk Management (ORM)				
OPNAVINST 5354.1F (WITH CHANGE-1), Navy Equal Opportunity Policy				
OPNAVINST 5370.2C, Navy Fraternalization Policy				
SECNAVINST 1752.4B, Sexual Assault Prevention and Response				
The Bluejacket's Manual (Revision-24TH), The Bluejacket's Manual				

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## E4 RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V COMFLTFORCOMINST 4790.3	
Electric Plant-General NAVSEA S9086-KC-STM-010/CH-300	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
Engineer Operational Sequencing Systems (EOSS) Manuals	
Improved Fresnel Lens Optical Landing System, MK13 MOD 0 NAVAIR 51-40ABA -21	
Stabilized Glide Slope Indicator (SGSI) MK1 MOD 0 NAVAIR 51-5B-2	
Interior Communications Electrician, Volume 01 NAVEDTRA 14120(A)	
Interior Communications Electrician, Volume 02 NAVEDTRA 14121(A)	
NEETS, Module 01--Matter, Energy, and Direct Current NAVEDTRA 14173A	
NEETS, Module 02--Alternating Current and Transformers NAVEDTRA 14174A	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement NAVEDTRA 14175A	
NEETS, Module 04--Electrical Conductors, Wiring Techniques and Schematic Reading NAVEDTRA 14176A	
NEETS, Module 05--Generators and Motors NAVEDTRA 14177A	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies NAVEDTRA 14178	
NEETS, Module 07--Solid-State Devices And Power Supplies NAVEDTRA 14179A	
NEETS, Module 08--Introduction To Amplifiers NAVEDTRA 14180	
NEETS, Module 13--Number Systems And Logic Circuits NAVEDTRA 14185A	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros NAVEDTRA 14187A	
NEETS, Module 16--Test Equipment NAVEDTRA 14188A	
NEETS, Module 19--The Technician's Handbook NAVEDTRA 14191	
NEETS, Module 20--Master Glossary NAVEDTRA 14192	
Wind Indicating Equipment Type F NAVSEA 0965-LP-108-9010	
Portable Storage And Dry Batteries NAVSEA S9086-KR-STM-010/CH-313	
Interior Communication Installations NAVSEA S9086-PA-STM-010/CH 430	
EM LOG MK 6 MOD 0-2, VOL 1 NAVSEA SE178-AL-MMM-010	
Ships' Maintenance and Material Management (3M) Manual NAVSEAINST 4790.8 Series	
Standard Organization and Regulations of the U.S. Navy (SORM) OPNAVINST 3120.32 Series	
TELEVISION DIRECT-TO-SAILOR (TV-DTS) ANTENNA SYSTEM EE130-C1-MMC-010	
Blueprint Reading and Sketching NAVEDTRA 14040A	
Electrician's Mate Rating Manual NAVEDTRA 14344	
SHIPBOARD INFORMATION, TRAINING, AND ENTERTAINMENT (SITE) SYSTEM AN/UXQ-18 NAVSEA SE101-B8-OMP-010	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs OPNAVINST 5100.19E	
Tag-Out Users Manual NAVSEA S0400-AD-URM-010/TUM	
SNTM CHAPTER 408 FIBER OPTIC TOPOLOGY, OP MAINT & REPAIR S9086-PF-STM-010	
SITE 400 AN/UXQ-19 SE101-B9-OMP-010/SITE 400	
DIGITAL ELECTRONIC SHIPS COURSE INDICATOR SN577-AB-MMO-010	
MILITARY HANDBOOK, SYNCHROS MIL-HDBK-225A	
STANDARD MAINTENANCE PRACTICES MINITURE/MICROMINITURE (2M) ELECTRONIC ASSEMBLY REPAIR NAVSEA SE004-AK-TRS-010/2M (REVISION-4)	
DETECTOR SYSTEM, GAS, HYDROGEN SULFIDE (H <sub>2</sub> S) (MODEL 1400) S9550-B7-MMA-010	
DIGITAL DEAD RECKONING TRACER AND DEAD RECKONING TRACERS, MK 6 MOD 4E AND MK 6 MODS 4B/4C SE170-AN-MMF-010	
SALINITY INDICATING EQUIPMENT SN576-AE-MMA-010	
NSTM 430, Interior Communications Installations NTSM 430	



## Interior Communications Electrician Petty Officer Second Class (Journeyman)

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
TV-DTS Marine Stabilized Antenna System SPA-15411 <sup>1</sup>	Portsmouth, VA	W-623-1111	5 days	
Propulsion Alarm and Indicating Systems Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	A-651-0047	31 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (8RDC)	Great Lakes, IL	A-012-0037	87 days	
Fiber Optics Maintenance Technician <sup>1</sup>	SCSTC DETs (various)	A-670-0063	12 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
730A - Miniature/Microminiature Module (2M) Technician <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0008 (P/L)	46 days	
V68B - Integrated Voice Communications (STC-2) Technician <sup>1</sup>	San Diego, CA	A-623-0101	100 days	
V69B - MarCom Intergrated Voice Communications Technician <sup>1</sup>	San Diego, CA	A-623-0022	33 days	
V70B - Integrated Voice Communications (STC-3) Technician <sup>1</sup>	San Diego, CA	A-623-0002	40 days	
V73B - Gigabit Ethernet Data Multiplex System (GEDMS) Interior Communications <sup>1</sup>	Dam Neck, VA	A-102-0256	54 days	
V74B - Intergrated Voice Communications Network (IVCN) Maintenance <sup>1</sup>	San Diego, CA	A-623-0200	47 days	
V76B - Integrated Launch and Recovery Television Surveillance (ILARTS) System <sup>1</sup>	Great Lakes, IL	A-191-0011	124 days	
V77B - Shipboard Information, Training, and Education (SITE) Closed Circuit TV Technician <sup>1</sup>	Great Lakes, IL	A-191-0010	103 days	
V78B - Broadcast Engineering Technician <sup>1</sup>	Ft Meade, MD	S-198-0053	96 days	
753B - Stabilized Glide Slope Indicator System Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	C-670-2013	19 days	
V79B - Integrated Navigation and Tactical Plotting System (INTPS) Maintenance <sup>1</sup>	San Diego, CA	A-623-2751	33 days	
V80B - Fiber Optic Data Multiplex Technician (FODMS) <sup>1</sup>	Great Lakes, IL	A-670-0065	54 days	
754B - Vertical Short Take-off and Landing Optical Lens System (VSTOL OLS) <sup>1</sup>	Great Lakes, IL	A-670-0064	12 days	
755B - MCM Main Control Console Maintenance Tech <sup>1</sup>	Point Loma, CA	A-623-0010	35 days	
V81B - Improved Fresnel Lens Optical Landing System (IFLOLS) Maintenance Tech <sup>1</sup>	Lakehurst, NJ	C-670-2011	51 days	
V82B - NAMTS Interior Communications Repair Technician <sup>1 2</sup>	Norfolk, VA / Mayport, FL / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Bremerton, WA / Newport News, VA	V-623-4781	30 days Course is completed by JQR	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
783A - Micro-miniature Repair Tech (2M) <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0073	11 days	
784A - Miniature Electronic Repair Technician (2M) <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / Whidbey Island, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0072	26 days	
V05C - AN/SIA-129(V) Announcing Communications System Technician <sup>1</sup>	San Diego, CA	A-623-004	26 days	
V92B - Shipboard Announcing Systems Maintenance <sup>1</sup>	San Diego, CA	A-623-0003	12 days	
765A - Physical/Dimensional Calibration Specialist <sup>1</sup>	Keesler AFB	A-670-0043	60 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Award of this NEC is based on documented completion of tasks for this skill, demonstration of advanced-level proficiency accomplished during hands-on training, and production work specified in the current Job Qualification Requirement (JQR) located at <https://navsea.navy.deps.mil/field/CNRMC/NAMTS/jqrlib.aspx>



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## **JOB DESCRIPTION**

Interior Communications Supervisors, supervise preventive maintenance, repair, inspect installation, and stand watch on alarm, warning, and indicating systems, interior communication systems, ship's speed and steering control systems, power generation and distribution systems, data conversion and distribution systems, aviation monitoring and landing aids, information and training systems, gyro navigation systems, electrical, electronic, fiber optic, hydraulic, mechanical, synchro and servo systems and environmental systems. Interpret and analyze ship's blueprints and system interface diagrams.

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## **RECOMMENDED BILLET ASSIGNMENTS**

1st Sea Tour (CONUS/OUTUS), 1st Shore Tour(CONUS/OUTUS), Maintenance Technician, WCS at sea. Instructor, RDC, Recruiter, or Ship repair facility on shore. IC's spend about 65 percent of their time assigned to fleet units and 35 percent to shore stations.

Other Opportunities:

- GWOT Support Assignments
- Joint Assignments
- DAPA
- Career Counselor

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Career Status Bonus (election message received):

Physical Fitness Test Failure:  Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Officer Candidate School:  Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

## RECORD REVIEW CHECKLIST

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Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at <https://nsips.nmci.navy.mil> or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to <https://awards.navy.mil/> to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
QA 301 Craftsmen		
QA 302 Controlled Material Petty Officer (CMPO)		
303 Reaction Force Team Leader		
303 Reaction Force Team Leader		
306 Antiterrorism Training Team Member		
306 Antiterrorism Training Team Member		
Anti-Terrorism/Force Protection Team (Supervisor)		
Collateral Duty Inspector (CDI) Program <sup>1</sup>		

<sup>1</sup> - Applicable to CVN Air Department IC personnel

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Surface Warfare Specialist		
Enlisted Information Warfare Specialist (EIWS)		
Enlisted Information Warfare Specialist (EIWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365-B)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>IC In-Rate</b>		
LSD 41 Class Interior Communications (IC) Electrical NAVEDTRA 43467-8 SERIES		
CRUDES Interior Communication (IC) Electrical NAVEDTRA 43409-8 SERIES		
LHD 1 Class Interior Communications (IC) Electrical NAVEDTRA 43521-8 SERIES		
LCC 19 Class Interior Communications (IC) Electrical NAVEDTRA 43132-8 SERIES		
CVN Non-Nuclear Interior Communications (IC) Electrical NAVEDTRA 43141-8 SERIES		
LHA 1 Class Interior Communication (IC) Electrical NAVEDTRA 43147-8 SERIES		
AS 39 Class Interior Communications (IC) Electrical NAVEDTRA 43161-8 SERIES		
<b>CSOSS</b>		
Combat Systems Technician (CSOSS 301)		
CSOSS Area Supervisor		

Notes on Qualifications:

## NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

**Navy Retention and Career Development Tools** are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - <https://www.cool.osd.mil/usn/>

USMAP - <https://usmap.osd.mil/>

MilGears - <https://milgears.osd.mil/>

### CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IC-Interior Communications Electrician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	CertNexus (formerly Logical Operations)	Certified Internet of Things Practitioner (CloTP)	
E5	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Certified Alarm Security Technician (CAST)	
E3	Electronics Technicians Association, International (ETA-I)	Data Cabling Installer (DCI)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 2 (GCT2)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E6	Electronics Technicians Association, International (ETA-I)	Senior Certified Electronics Technician (CETsr)	
E4	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E4	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	International Association of Electrical Inspectors (IAEI)	National Certification Program for Construction Code Inspectors (NCPCCI) Electrical General (2B)	
E4	International Code Council (ICC)	Commercial Fire Alarm Plans Examiner I - CN	
E4	International Code Council (ICC)	Residential Fire Sprinkler Inspector/Plans Examiner - RF	
E4	InterNational Electrical Testing Association (NETA)	ETT Certified Assistant Level 2	
E6	InterNational Electrical Testing Association (NETA)	ETT Certified Senior Technician Level 4	
E5	InterNational Electrical Testing Association (NETA)	ETT Certified Technician Level 3	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level I	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level III	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level IV	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Inspection and Testing of Water-Based Systems - Level I	
E5	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level IV	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Designer - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level II	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level III	
E7	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level IV	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

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## Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	



**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IC-Interior Communications Electrician rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Audio-Video Repairer	
Central Office Repairer	
Computer Operator	
Electrician	
Electrician, Maintenance	
Maintenance Mechanic, Telephone	
Optical-Instrument Assembler (Optical Goods)	
Station Installer And Repairer	

**MilGears:** MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

### ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

### QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.

- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit <https://milgears.osd.mil/>.

**\*\*These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.\*\***

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IC-Interior Communications Electrician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Audio and Video Technicians
Audiovisual Equipment Installers and Repairers
Bioinformatics Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical Engineers
Electricians
First-Line Supervisors of Construction Trades and Extraction Workers
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Office and Administrative Support Workers
General and Operations Managers
Government Property Inspectors and Investigators
Radio, Cellular, and Tower Equipment Installers and Repairers
Regulatory Affairs Specialists
Security and Fire Alarm Systems Installers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Telephone Operators
Training and Development Specialists

Occupation (Federal Employer)
0382 - Telephone Operating Series
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
1084 - Visual Information Series
1361 - Navigational Information Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
3725 - Battery Repairing
9944 - Electronics Technician

**SkillBridge:** The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit <https://skillbridge.osd.mil/index.htm>.

## STAY NAVY

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### **AC to AC and FTS to FTS - Continue Navy career on Active Duty.**

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

### **RC to AC/FTS**

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### **RC to RC - Continue your Navy career as a Reservist.**

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

### **AC/FTS to CIP**

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### **AC/FTS to Secretary of the Navy Tours with Industry**

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### **Canvasser Recruiter (CANREC)**

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

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### **Career Waypoints-Reenlistment:**

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

### SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: <https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

### SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E5)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**\*\* Various degree options are available in the Advanced Education section. \*\***

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB



**E5 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**E5 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

## E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
<b>Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E5 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E5 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1430.16F (With Change-1), Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve				
BUPERSINST 1610.10C (WITH CHANGE-2), Navy Performance Evaluation System				
Military Requirements, Basic (BMR)	Non-Resident Training Course	NAVEDTRA 14325		
NAVPERS 15665I, U.S. Navy Uniform Regulations				
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual				
OPNAVINST 3500.39C, Operational Risk Management (ORM)				
OPNAVINST 5354.1F (WITH CHANGE-1), Navy Equal Opportunity Policy				
OPNAVINST 5370.2C, Navy Fraternalization Policy				
SECNAVINST 1752.4B, Sexual Assault Prevention and Response				
The Bluejacket's Manual (Revision-24TH), The Bluejacket's Manual				
Naval Military Personnel Manual		NAVPERS 15560		
OPNAVINST 1720.4A, Suicide Prevention Program				

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## E5 RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V COMFLTFORCOMINST 4790.3	
Electric Plant-General NAVSEA S9086-KC-STM-010/CH-300	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
Engineer Operational Sequencing Systems (EOSS) Manuals	
Improved Fresnel Lens Optical Landing System, MK13 MOD 0 NAVAIR 51-40ABA -21	
Stabilized Glide Slope Indicator (SGSI) MK1 MOD 0 NAVAIR 51-5B-2	
Interior Communications Electrician, Volume 01 NAVEDTRA 14120(A)	
Interior Communications Electrician, Volume 02 NAVEDTRA 14121(A)	
NEETS, Module 01--Matter, Energy, and Direct Current NAVEDTRA 14173A	
NEETS, Module 02--Alternating Current and Transformers NAVEDTRA 14174A	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement NAVEDTRA 14175A	
NEETS, Module 04--Electrical Conductors, Wiring Techniques and Schematic Reading NAVEDTRA 14176A	
NEETS, Module 05--Generators and Motors NAVEDTRA 14177A	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies NAVEDTRA 14178	
NEETS, Module 07--Solid-State Devices And Power Supplies NAVEDTRA 14179A	
NEETS, Module 08--Introduction To Amplifiers NAVEDTRA 14180	
NEETS, Module 13--Number Systems And Logic Circuits NAVEDTRA 14185A	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros NAVEDTRA 14187A	
NEETS, Module 16--Test Equipment NAVEDTRA 14188A	
NEETS, Module 19--The Technician's Handbook NAVEDTRA 14191	
NEETS, Module 20--Master Glossary NAVEDTRA 14192	
Wind Indicating Equipment Type F NAVSEA 0965-LP-108-9010	
Portable Storage And Dry Batteries NAVSEA S9086-KR-STM-010/CH-313	
Interior Communication Installations NAVSEA S9086-PA-STM-010/CH 430	
EM LOG MK 6 MOD 0-2, VOL 1 NAVSEA SE178-AL-MMM-010	
Ships' Maintenance and Material Management (3M) Manual NAVSEAINST 4790.8 Series	
Standard Organization and Regulations of the U.S. Navy (SORM) OPNAVINST 3120.32 Series	
TELEVISION DIRECT-TO-SAILOR (TV-DTS) ANTENNA SYSTEM EE130-C1-MMC-010	
Blueprint Reading and Sketching NAVEDTRA 14040A	
Electrician's Mate Rating Manual NAVEDTRA 14344	
SHIPBOARD INFORMATION, TRAINING, AND ENTERTAINMENT (SITE) SYSTEM AN/UXQ-18 NAVSEA SE101-B8-OMP-010	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs OPNAVINST 5100.19E	
Tag-Out Users Manual NAVSEA S0400-AD-URM-010/TUM	
SNTM CHAPTER 408 FIBER OPTIC TOPOLOGY, OP MAINT & REPAIR S9086-PF-STM-010	
SITE 400 AN/UXQ-19 SE101-B9-OMP-010/SITE 400	
DIGITAL ELECTRONIC SHIPS COURSE INDICATOR SN577-AB-MMO-010	
MILITARY HANDBOOK, SYNCHROS MIL-HDBK-225A	
STANDARD MAINTENANCE PRACTICES MINITURE/MICROMINITURE (2M) ELECTRONIC ASSEMBLY REPAIR NAVSEA SE004-AK-TRS-010/2M (REVISION-4)	
Inspections, Tests, Records, & Reports NSTM 090	
60 HERTZ MAIN SWITCHBOARD TECHNICAL MANUAL FOR DDG-51 THROUGH DDG-54 CLASS SHIPS S9324-DK-MMA-010	
WSN-7 S9427-AN-OMP-010/WSN-7	
DETECTOR SYSTEM, GAS, HYDROGEN SULFIDE (H2S) (MODEL 1400) S9550-B7-MMA-010	
DIGITAL DEAD RECKONING TRACER AND DEAD RECKONING TRACERS, MK 6 MOD 4E AND MK 6 MODS 4B/4C SE170-AN-MMF-010	
SALINITY INDICATING EQUIPMENT SN576-AE-MMA-010	
IMPLEMENTATION AND UTILIZATION OF THE COMBAT SYSTEM OPERATIONAL SEQUENCING SYSTEM (CSOSS) COMNAVSURFPAC/COMNAVSURFLANT 4790.9	
NSTM 430, Interior Communications Installations NTSM 430	



## Interior Communications Electrician Petty Officer First Class (Journeyman/Master)

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
TV-DTS Marine Stabilized Antenna System SPA-15411 <sup>1</sup>	Portsmouth, VA	W-623-1111	5 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (8RDC)	Great Lakes, IL	A-012-0037	87 days	
Fiber Optics Maintenance Technician <sup>1</sup>	SCSTC DETs (various)	A-670-0063	12 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
730A - Miniature/Microminiature Module (2M) Technician <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0008 (P/L)	46 days	
V68B - Integrated Voice Communications (STC-2) Technician <sup>1</sup>	San Diego, CA	A-623-0101	100 days	
V69B - MarCom Intergrated Voice Communications Technician <sup>1</sup>	San Diego, CA	A-623-0022	33 days	
V70B - Integrated Voice Communications (STC-3) Technician <sup>1</sup>	San Diego, CA	A-623-0002	40 days	
V73B - Gigabit Ethernet Data Multiplex System (GEDMS) Interior Communications <sup>1</sup>	Dam Neck, VA	A-102-0256	54 days	
V74B - Intergrated Voice Communications Network (IVCN) Maintenance <sup>1</sup>	San Diego, CA	A-623-0200	47 days	
V76B - Integrated Launch and Recovery Television Surveillance (ILARTS) System <sup>1</sup>	Great Lakes, IL	A-191-0011	124 days	
V77B - Shipboard Information, Training, and Education (SITE) Closed Circuit TV Technician <sup>1</sup>	Great Lakes, IL	A-191-0010	103 days	
V78B - Broadcast Engineering Technician <sup>1</sup>	Ft Meade, MD	S-198-0053	96 days	
753B - Stabilized Glide Slope Indicator System Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	C-670-2013	19 days	
V79B - Integrated Navigation and Tactical Plotting System (INTPS) Maintenance <sup>1</sup>	San Diego, CA	A-623-2751	33 days	
V80B - Fiber Optic Data Multiplex Technician (FODMS) <sup>1</sup>	Great Lakes, IL	A-670-0065	54 days	
754B - Vertical Short Take-off and Landing Optical Lens System (VSTOL OLS) <sup>1</sup>	Great Lakes, IL	A-670-0064	12 days	
755B - MCM Main Control Console Maintenance Tech <sup>1</sup>	Point Loma, CA	A-623-0010	35 days	
V81B - Improved Fresnel Lens Optical Landing System (IFLOLS) Maintenance Tech <sup>1</sup>	Lakehurst, NJ	C-670-2011	51 days	
V82B - NAMTS Interior Communications Repair Technician <sup>1 2</sup>	Norfolk, VA / Mayport, FL / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Bremerton, WA / Newport News, VA	V-623-4781	30 days Course is completed by JQR	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
783A - Micro-miniature Repair Tech (2M) <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0073	11 days	
784A - Miniature Electronic Repair Technician (2M) <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / Whidbey Island, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0072	26 days	
V05C - AN/SIA-129(V) Announcing Communications System Technician <sup>1</sup>	San Diego, CA	A-623-004	26 days	
V92B - Shipboard Announcing Systems Maintenance <sup>1</sup>	San Diego, CA	A-623-0003	12 days	
765A - Physical/Dimensional Calibration Specialist <sup>1</sup>	Keesler AFB	A-670-0043	60 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Award of this NEC is based on documented completion of tasks for this skill, demonstration of advanced-level proficiency accomplished during hands-on training, and production work specified in the current Job Qualification Requirement (JQR) located at <https://navsea.navy.deps.mil/field/CNRM/NAMTS/jqrlib.aspx>

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## **JOB DESCRIPTION**

Interior Communications Administrators manage large projects and provide watchstander training and mentorship to develop junior personnel; prepare progress reports and maintenance schedules for interior communications systems for and during overhaul periods; plan, staff, direct, and control multiple projects.

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## **RECOMMENDED BILLET ASSIGNMENTS**

1st Shore Tour(CONUS/OUTUS), 2nd Sea Tour (CONUS/OUTUS), Detailer, Instructor, RDC, Recruiter, or Ship repair facility on shore. Technician, WCS, LPO at sea. IC's spend about 65 percent of their time assigned to fleet units and 35 percent to shore stations.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- DAPA
- CMEO
- Career Counselor



**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
		Number of times up:	<input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878  
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS:  Career Waypoint not approved:

Rating Conversion:  Navy Formal Training Schools Request ("A"/"C"etc):

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Naval Academy:  Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School:  Seaman to Admiral 21 (STA-21):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

## SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
3M 305		
Combat Systems Officer of the Watch (CSOOW)		
Engineering Officer of the Watch (EOOW)		
Engineering Duty Officer (EDO)		
QA 302 Controlled Material Petty Officer (CMPO)		
303 Reaction Force Team Leader		
303 Reaction Force Team Leader		
306 Antiterrorism Training Team Member		
306 Antiterrorism Training Team Member		
Anti-Terrorism/Force Protection Team (Supervisor)		
Combat Systems Coordinator		
QA 305 Quality Assurance Inspector (QAI) <sup>1</sup>		

<sup>1</sup> - Applicable to CVN Air Department IC personnel

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Surface Warfare Specialist		
Enlisted Information Warfare Specialist (EIWS)		
Enlisted Information Warfare Specialist (EIWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365-B)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>IC In-Rate</b>		
LSD 41 Class Interior Communications (IC) Electrical NAVEDTRA 43467-8 SERIES		
CRUDES Interior Communication (IC) Electrical NAVEDTRA 43409-8 SERIES		
LHD 1 Class Interior Communications (IC) Electrical NAVEDTRA 43521-8 SERIES		
LCC 19 Class Interior Communications (IC) Electrical NAVEDTRA 43132-8 SERIES		
CVN Non-Nuclear Interior Communications (IC) Electrical NAVEDTRA 43141-8 SERIES		
LHA 1 Class Interior Communication (IC) Electrical NAVEDTRA 43147-8 SERIES		
AS 39 Class Interior Communications (IC) Electrical NAVEDTRA 43161-8 SERIES		
<b>CSOSS</b>		
Combat Systems Officer of the Watch (CSOOW)		
CSOSS Area Supervisor		

Notes on Qualifications:

## NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

**Navy Retention and Career Development Tools** are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - <https://www.cool.osd.mil/usn/>

USMAP - <https://usmap.osd.mil/>

MilGears - <https://milgears.osd.mil/>

### CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IC-Interior Communications Electrician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	CertNexus (formerly Logical Operations)	Certified Internet of Things Practitioner (CloTP)	
E5	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Certified Alarm Security Technician (CAST)	
E3	Electronics Technicians Association, International (ETA-I)	Data Cabling Installer (DCI)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 2 (GCT2)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E6	Electronics Technicians Association, International (ETA-I)	Senior Certified Electronics Technician (CETsr)	
E4	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E4	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	International Association of Electrical Inspectors (IAEI)	National Certification Program for Construction Code Inspectors (NCPCCI) Electrical General (2B)	
E4	International Code Council (ICC)	Commercial Fire Alarm Plans Examiner I - CN	
E4	International Code Council (ICC)	Residential Fire Sprinkler Inspector/Plans Examiner - RF	
E4	InterNational Electrical Testing Association (NETA)	ETT Certified Assistant Level 2	
E6	InterNational Electrical Testing Association (NETA)	ETT Certified Senior Technician Level 4	
E5	InterNational Electrical Testing Association (NETA)	ETT Certified Technician Level 3	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level I	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level III	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level IV	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Inspection and Testing of Water-Based Systems - Level I	
E5	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level IV	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Designer - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level II	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level III	
E7	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level IV	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	



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## Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	



**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IC-Interior Communications Electrician rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Audio-Video Repairer	
Central Office Repairer	
Computer Operator	
Electrician	
Electrician, Maintenance	
Maintenance Mechanic, Telephone	
Optical-Instrument Assembler (Optical Goods)	
Station Installer And Repairer	

**MilGears:** MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

### ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

### QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.

- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit <https://milgears.osd.mil/>.

**\*\*These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.\*\***

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IC-Interior Communications Electrician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Audio and Video Technicians
Audiovisual Equipment Installers and Repairers
Bioinformatics Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical Engineers
Electricians
First-Line Supervisors of Construction Trades and Extraction Workers
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Office and Administrative Support Workers
General and Operations Managers
Government Property Inspectors and Investigators
Radio, Cellular, and Tower Equipment Installers and Repairers
Regulatory Affairs Specialists
Security and Fire Alarm Systems Installers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Telephone Operators
Training and Development Specialists

Occupation (Federal Employer)
0382 - Telephone Operating Series
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
1084 - Visual Information Series
1361 - Navigational Information Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
3725 - Battery Repairing
9944 - Electronics Technician

**SkillBridge:** The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit <https://skillbridge.osd.mil/index.htm>.

## STAY NAVY

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### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

### RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: <https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx>.

If you have any questions or concerns, contact your unit or NOSC career counselor.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):

Bonus:

Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECCall.aspx>.

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### Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOs/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-rate, Willing to Convert
  - Convert only
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### **Targeted Reentry Program (TRP)**

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor  
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or [askmncc@navy.mil](mailto:askmncc@navy.mil)

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

### SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	(extend in current field)	(apply for billets)	(apply for billets)	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

### SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

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**PHYSICAL FITNESS:**

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height  Weight  If Required (AC  BCA  )

Last 2 PRT Cycles: Forearm Plank  /  Push-ups  /  Run/Swim/Cardio  /

Overall Score  /

List date (if) any PRT/BCA failure(s) over the last 5 years  /

List if any Medical Waiver(s)  /

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (E6)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**\*\* Various degree options are available in the Advanced Education section. \*\***

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

Academic skills  NCPACE  CLEP  DSST

TA  MGIB  MGIB-SR  Post 9/11 GIB



**E6 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**E6 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

## E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
<b>Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**E6 RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRF-C-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-C-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**E6 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1430.16F (With Change-1), Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve				
BUPERSINST 1610.10C (WITH CHANGE-2), Navy Performance Evaluation System				
Military Requirements, Basic (BMR)	Non-Resident Training Course	NAVEDTRA 14325		
NAVPERS 15665I, U.S. Navy Uniform Regulations				
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual				
OPNAVINST 3500.39C, Operational Risk Management (ORM)				
OPNAVINST 5354.1F (WITH CHANGE-1), Navy Equal Opportunity Policy				
OPNAVINST 5370.2C, Navy Fraternalization Policy				
SECNAVINST 1752.4B, Sexual Assault Prevention and Response				
The Bluejacket's Manual (Revision-24TH), The Bluejacket's Manual				
Naval Military Personnel Manual		NAVPERS 15560		
OPNAVINST 1720.4A, Suicide Prevention Program				
C-WAY User Guide, Career Waypoint (C-WAY) User Guide				
OPNAVINST 1700.10M, Sailor of the Year Program				

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## E6 RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V COMFLTFORCOMINST 4790.3	
Electric Plant-General NAVSEA S9086-KC-STM-010/CH-300	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
Engineer Operational Sequencing Systems (EOSS) Manuals	
Improved Fresnel Lens Optical Landing System, MK13 MOD 0 NAVAIR 51-40ABA -21	
Stabilized Glide Slope Indicator (SGSI) MK1 MOD 0 NAVAIR 51-5B-2	
Interior Communications Electrician, Volume 01 NAVEDTRA 14120(A)	
Interior Communications Electrician, Volume 02 NAVEDTRA 14121(A)	
NEETS, Module 01--Matter, Energy, and Direct Current NAVEDTRA 14173A	
NEETS, Module 02--Alternating Current and Transformers NAVEDTRA 14174A	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement NAVEDTRA 14175A	
NEETS, Module 04--Electrical Conductors, Wiring Techniques and Schematic Reading NAVEDTRA 14176A	
NEETS, Module 05--Generators and Motors NAVEDTRA 14177A	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies NAVEDTRA 14178	
NEETS, Module 07--Solid-State Devices And Power Supplies NAVEDTRA 14179A	
NEETS, Module 08--Introduction To Amplifiers NAVEDTRA 14180	
NEETS, Module 13--Number Systems And Logic Circuits NAVEDTRA 14185A	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros NAVEDTRA 14187A	
NEETS, Module 16--Test Equipment NAVEDTRA 14188A	
NEETS, Module 19--The Technician's Handbook NAVEDTRA 14191	
NEETS, Module 20--Master Glossary NAVEDTRA 14192	
Wind Indicating Equipment Type F NAVSEA 0965-LP-108-9010	
Portable Storage And Dry Batteries NAVSEA S9086-KR-STM-010/CH-313	
Interior Communication Installations NAVSEA S9086-PA-STM-010/CH 430	
EM LOG MK 6 MOD 0-2, VOL 1 NAVSEA SE178-AL-MMM-010	
Ships' Maintenance and Material Management (3M) Manual NAVSEAINST 4790.8 Series	
Standard Organization and Regulations of the U.S. Navy (SORM) OPNAVINST 3120.32 Series	
Surface Force Training Manual COMNAVSURFORINST 3502.1C	
COMNAVSURFPACT/COMNAVSURFLANT 4790.1 SERIES	
COMNAVSURFPACT/COMNAVSURFLANT 4790.2	
TELEVISION DIRECT-TO-SAILOR (TV-DTS) ANTENNA SYSTEM EE130-C1-MMC-010	
Blueprint Reading and Sketching NAVEDTRA 14040A	
Electrician's Mate Rating Manual NAVEDTRA 14344	
SHIPBOARD INFORMATION, TRAINING, AND ENTERTAINMENT (SITE) SYSTEM AN/UXQ-18 NAVSEA SE101-B8-OMP-010	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs OPNAVINST 5100.19E	
Tag-Out Users Manual NAVSEA S0400-AD-URM-010/TUM	
SNTM CHAPTER 408 FIBER OPTIC TOPOLOGY, OP MAINT & REPAIR S9086-PF-STM-010	
SITE 400 AN/UXQ-19 SE101-B9-OMP-010/SITE 400	
DIGITAL ELECTRONIC SHIPS COURSE INDICATOR SN577-AB-MMO-010	
MILITARY HANDBOOK, SYNCHROS MIL-HDBK-225A	
STANDARD MAINTENANCE PRACTICES MINITURE/MICROMINITURE (2M) ELECTRONIC ASSEMBLY REPAIR NAVSEA SE004-AK-TRS-010/2M (REVISION-4)	
Inspections, Tests, Records, & Reports NSTM 090	
60 HERTZ MAIN SWITCHBOARD TECHNICAL MANUAL FOR DDG-51 THROUGH DDG-54 CLASS SHIPS S9324-DK-MMA-010	
WSN-7 S9427-AN-OMP-010/WSN-7	
DETECTOR SYSTEM, GAS, HYDROGEN SURLFIDE (H2S) (MODEL 1400) S9550-B7-MMA-010	
DIGITAL DEAD RECKONING TRACER AND DEAD RECKONING TRACERS, MK 6 MOD 4E AND MK 6 MODS 4B/4C SE170-AN-MMF-010	
SALINITY INDICATING EQUIPMENT SN576-AE-MMA-010	
IMPLEMENTATION AND UTILIZATION OF THE COMBAT SYSTEM OPERATIONAL SEQUENCING SYSTEM (CSOSS) COMNAVSURFPAC/COMNAVSURFLANT 4790.9	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) NWP 1-03.1 (Thru Change-2)	
NSTM 430, Interior Communications Installations NTSM 430	



## Interior Communications Electrician Chief Petty Officer (Master)

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Combat Systems Senior Enlisted (725A) <sup>1</sup>	VIRGINIA BEACH VA	J-500-2104	12 days	
3-M Systems Coordinator/Inspector (811A) <sup>1</sup>	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
Command Climate Specialist (809A) <sup>1</sup>	Patrick AFB, FL	A-500-0612	110 days	
Navy Drug and Alcohol Abuse Counselor (L40A) <sup>1</sup>	San Diego, CA	B-302-0001	72 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (8RDC)	Great Lakes, IL	A-012-0037	87 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
730A - Miniature/Microminiature Module (2M) Technician <sup>1</sup>	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0008 (P/L)	46 days	
V68B - Integrated Voice Communications (STC-2) Technician <sup>1</sup>	San Diego, CA	A-623-0101	100 days	
V69B - MarCom Intergrated Voice Communications Technician <sup>1</sup>	San Diego, CA	A-623-0022	33 days	
V70B - Integrated Voice Communications (STC-3) Technician <sup>1</sup>	San Diego, CA	A-623-0002	40 days	
V73B - Gigabit Ethernet Data Multiplex System (GEDMS) Interior Communications <sup>1</sup>	Dam Neck, VA	A-102-0256	54 days	
V74B - Intergrated Voice Communications Network (IVCN) Maintenance <sup>1</sup>	San Diego, CA	A-623-0200	47 days	
V76B - Integrated Launch and Recovery Television Surveillance (ILARTS) System <sup>1</sup>	Great Lakes, IL	A-191-0011	124 days	
V77B - Shipboard Information, Training, and Education (SITE) Closed Circuit TV Technician <sup>1</sup>	Great Lakes, IL	A-191-0010	103 days	
V78B - Broadcast Engineering Technician <sup>1</sup>	Ft Meade, MD	S-198-0053	96 days	
753B - Stabilized Glide Slope Indicator System Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	C-670-2013	19 days	
V79B - Integrated Navigation and Tactical Plotting System (INTPS) Maintenance <sup>1</sup>	San Diego, CA	A-623-2751	33 days	
V80B - Fiber Optic Data Multiplex Technician (FODMS) <sup>1</sup>	Great Lakes, IL	A-670-0065	54 days	
754B - Vertical Short Take-off and Landing Optical Lens System (VSTOL OLS) <sup>1</sup>	Great Lakes, IL	A-670-0064	12 days	
755B - MCM Main Control Console Maintenance Tech <sup>1</sup>	Point Loma, CA	A-623-0010	35 days	
V81B - Improved Fresnel Lens Optical Landing System (IFLOLS) Maintenance Tech <sup>1</sup>	Lakehurst, NJ	C-670-2011	51 days	
V82B - NAMTS Interior Communications Repair Technician <sup>1 2</sup>	Norfolk, VA / Mayport, FL / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Bremerton, WA / Newport News, VA	V-623-4781	30 days Course is completed by JQR	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
V92B - Shipboard Announcing Systems Maintenance <sup>1</sup>	San Diego, CA	A-623-0003	12 days	
765A - Physical/Dimensional Calibration Specialist <sup>1</sup>	Keesler AFB	A-670-0043	60 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

<sup>2</sup> - Award of this NEC is based on documented completion of tasks for this skill, demonstration of advanced-level proficiency accomplished during hands-on training, and production work specified in the current Job Qualification Requirement (JQR) located at <https://navsea.navy.deps.mil/field/CNRMCM/NAMTS/jqrlib.aspx>

### JOB DESCRIPTION

Interior Communications Administrators manage large projects and provide watchstander training and mentorship to develop junior personnel; prepare progress reports and maintenance schedules for interior communications systems for and during overhaul periods; plan, staff, direct, and control multiple projects.

### RECOMMENDED BILLET ASSIGNMENTS

2nd Sea Tour (CONUS/OUTUS), 2nd Shore Tour(CONUS/OUTUS), LCPO, 3M Coordinator at sea. Detailer, Inspector, Instructor, RDC, Recruiter, or Ship repair facility on shore. IC's spend about 65 percent of their time assigned to fleet units and 35 percent to shore stations.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- DAPA
- CMEC/CCS
- Career Counselor



**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

Physical Fitness Test Failure: Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications: (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP): Medical Service Corps In-service Procurement:

Officer Candidate School: Limited Duty Officer: Chief Warrant Officer:



## SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMIS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMIS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 304 LCPO/Division Officer		
3M 305 Department Head		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Combat Systems Officer of the Watch (CSOOW)		
Engineering Officer of the Watch (EOOW)		
Engineering Duty Officer (EDO)		
303 Reaction Force Team Leader		
306 Antiterrorism Training Team Member		
Anti-Terrorism/Force Protection Team (Supervisor)		
Combat Systems Coordinator		
QA 305 Quality Assurance Inspector (QAI) <sup>1</sup>		
CSOSS 304 Combat System Readiness Officer (CSRO)		

<sup>1</sup> - Applicable to CVN Air Department IC personnel

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Surface Warfare Specialist		
Enlisted Information Warfare Specialist (EIWS)		
Enlisted Information Warfare Specialist (EIWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365-B)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>IC In-Rate</b>		
LSD 41 Class Interior Communications (IC) Electrical NAVEDTRA 43467-8 SERIES		
CRUDES Interior Communication (IC) Electrical NAVEDTRA 43409-8 SERIES		
LHD 1 Class Interior Communications (IC) Electrical NAVEDTRA 43521-8 SERIES		
LCC 19 Class Interior Communications (IC) Electrical NAVEDTRA 43132-8 SERIES		
CVN Non-Nuclear Interior Communications (IC) Electrical NAVEDTRA 43141-8 SERIES		
LHA 1 Class Interior Communication (IC) Electrical NAVEDTRA 43147-8 SERIES		
AS 39 Class Interior Communications (IC) Electrical NAVEDTRA 43161-8 SERIES		
<b>CSOSS</b>		
Combat Systems Officer of the Watch (CSOOW)		

Notes on Qualifications:

## NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

**Navy Retention and Career Development Tools** are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - <https://www.cool.osd.mil/usn/>

USMAP - <https://usmap.osd.mil/>

MilGears - <https://milgears.osd.mil/>

### CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IC-Interior Communications Electrician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	CertNexus (formerly Logical Operations)	Certified Internet of Things Practitioner (CloTP)	
E5	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Certified Alarm Security Technician (CAST)	
E3	Electronics Technicians Association, International (ETA-I)	Data Cabling Installer (DCI)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 2 (GCT2)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E6	Electronics Technicians Association, International (ETA-I)	Senior Certified Electronics Technician (CETsr)	
E4	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E4	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	International Association of Electrical Inspectors (IAEI)	National Certification Program for Construction Code Inspectors (NCPCCI) Electrical General (2B)	
E4	International Code Council (ICC)	Commercial Fire Alarm Plans Examiner I - CN	
E4	International Code Council (ICC)	Residential Fire Sprinkler Inspector/Plans Examiner - RF	
E4	InterNational Electrical Testing Association (NETA)	ETT Certified Assistant Level 2	
E6	InterNational Electrical Testing Association (NETA)	ETT Certified Senior Technician Level 4	
E5	InterNational Electrical Testing Association (NETA)	ETT Certified Technician Level 3	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level I	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level III	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level IV	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Inspection and Testing of Water-Based Systems - Level I	
E5	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level IV	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Designer - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level II	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level III	
E7	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level IV	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

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## Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	



**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IC-Interior Communications Electrician rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Audio-Video Repairer	
Central Office Repairer	
Computer Operator	
Electrician	
Electrician, Maintenance	
Maintenance Mechanic, Telephone	
Optical-Instrument Assembler (Optical Goods)	
Station Installer And Repairer	

**MilGears:** MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

### ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

### QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.



- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit <https://milgears.osd.mil/>.

**\*\*These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.\*\***

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IC-Interior Communications Electrician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Audio and Video Technicians
Audiovisual Equipment Installers and Repairers
Bioinformatics Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical Engineers
Electricians
First-Line Supervisors of Construction Trades and Extraction Workers
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Office and Administrative Support Workers
General and Operations Managers
Government Property Inspectors and Investigators
Radio, Cellular, and Tower Equipment Installers and Repairers
Regulatory Affairs Specialists
Security and Fire Alarm Systems Installers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Telephone Operators
Training and Development Specialists

Occupation (Federal Employer)
0382 - Telephone Operating Series
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
1084 - Visual Information Series
1361 - Navigational Information Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
3725 - Battery Repairing
9944 - Electronics Technician

**SkillBridge:** The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit <https://skillbridge.osd.mil/index.htm>.

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

## SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )  
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]  
Overall Score [redacted] / [redacted]  
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]  
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (CPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**CPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various <sup>4</sup>	NELD-06	5 days	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

**CPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**CPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
<b>Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level   <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**CPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRF-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**CPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1430.16F (With Change-1), Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve				
BUPERSINST 1610.10C (WITH CHANGE-2), Navy Performance Evaluation System				
Military Requirements, Basic (BMR)	Non-Resident Training Course	NAVEDTRA 14325		
NAVPERS 15665I, U.S. Navy Uniform Regulations				
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual				
OPNAVINST 3500.39C, Operational Risk Management (ORM)				
OPNAVINST 5354.1F (WITH CHANGE-1), Navy Equal Opportunity Policy				
OPNAVINST 5370.2C, Navy Fraternalization Policy				
SECNAVINST 1752.4B, Sexual Assault Prevention and Response				
The Bluejacket's Manual (Revision-24TH), The Bluejacket's Manual				
Naval Military Personnel Manual		NAVPERS 15560		
OPNAVINST 1720.4A, Suicide Prevention Program				
C-WAY User Guide, Career Waypoint (C-WAY) User Guide				
OPNAVINST 1700.10M, Sailor of the Year Program				



## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## CPO RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V COMFLTFORCOMINST 4790.3	
Electric Plant-General NAVSEA S9086-KC-STM-010/CH-300	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
Engineer Operational Sequencing Systems (EOSS) Manuals	
Improved Fresnel Lens Optical Landing System, MK13 MOD 0 NAVAIR 51-40ABA -21	
Stabilized Glide Slope Indicator (SGSI) MK1 MOD 0 NAVAIR 51-5B-2	
Interior Communications Electrician, Volume 01 NAVEDTRA 14120(A)	
Interior Communications Electrician, Volume 02 NAVEDTRA 14121(A)	
NEETS, Module 01--Matter, Energy, and Direct Current NAVEDTRA 14173A	
NEETS, Module 02--Alternating Current and Transformers NAVEDTRA 14174A	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement NAVEDTRA 14175A	
NEETS, Module 04--Electrical Conductors, Wiring Techniques and Schematic Reading NAVEDTRA 14176A	
NEETS, Module 05--Generators and Motors NAVEDTRA 14177A	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies NAVEDTRA 14178	
NEETS, Module 07--Solid-State Devices And Power Supplies NAVEDTRA 14179A	
NEETS, Module 08--Introduction To Amplifiers NAVEDTRA 14180	
NEETS, Module 13--Number Systems And Logic Circuits NAVEDTRA 14185A	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros NAVEDTRA 14187A	
NEETS, Module 16--Test Equipment NAVEDTRA 14188A	
NEETS, Module 19--The Technician's Handbook NAVEDTRA 14191	
NEETS, Module 20--Master Glossary NAVEDTRA 14192	
Wind Indicating Equipment Type F NAVSEA 0965-LP-108-9010	
Portable Storage And Dry Batteries NAVSEA S9086-KR-STM-010/CH-313	
Interior Communication Installations NAVSEA S9086-PA-STM-010/CH 430	
EM LOG MK 6 MOD 0-2, VOL 1 NAVSEA SE178-AL-MMM-010	
Ships' Maintenance and Material Management (3M) Manual NAVSEAINST 4790.8 Series	
Standard Organization and Regulations of the U.S. Navy (SORM) OPNAVINST 3120.32 Series	
Surface Force Training Manual COMNAVSURFORINST 3502.1C	
COMNAVSURFPACT/COMNAVSURFLANT 4790.1 SERIES	
COMNAVSURFPACT/COMNAVSURFLANT 4790.2	
TELEVISION DIRECT-TO-SAILOR (TV-DTS) ANTENNA SYSTEM EE130-C1-MMC-010	
Blueprint Reading and Sketching NAVEDTRA 14040A	
Electrician's Mate Rating Manual NAVEDTRA 14344	
SHIPBOARD INFORMATION, TRAINING, AND ENTERTAINMENT (SITE) SYSTEM AN/UXQ-18 NAVSEA SE101-B8-OMP-010	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs OPNAVINST 5100.19E	
Tag-Out Users Manual NAVSEA S0400-AD-URM-010/TUM	
SNTM CHAPTER 408 FIBER OPTIC TOPOLOGY, OP MAINT & REPAIR S9086-PF-STM-010	
SITE 400 AN/UXQ-19 SE101-B9-OMP-010/SITE 400	
DIGITAL ELECTRONIC SHIPS COURSE INDICATOR SN577-AB-MMO-010	
MILITARY HANDBOOK, SYNCHROS MIL-HDBK-225A	
STANDARD MAINTENANCE PRACTICES MINITURE/MICROMINITURE (2M) ELECTRONIC ASSEMBLY REPAIR NAVSEA SE004-AK-TRS-010/2M (REVISION-4)	
Inspections, Tests, Records, & Reports NSTM 090	
60 HERTZ MAIN SWITCHBOARD TECHNICAL MANUAL FOR DDG-51 THROUGH DDG-54 CLASS SHIPS S9324-DK-MMA-010	
WSN-7 S9427-AN-OMP-010/WSN-7	
DETECTOR SYSTEM, GAS, HYDROGEN SURLFIDE (H2S) (MODEL 1400) S9550-B7-MMA-010	
DIGITAL DEAD RECKONING TRACER AND DEAD RECKONING TRACERS, MK 6 MOD 4E AND MK 6 MODS 4B/4C SE170-AN-MMF-010	
SALINITY INDICATING EQUIPMENT SN576-AE-MMA-010	
IMPLEMENTATION AND UTILIZATION OF THE COMBAT SYSTEM OPERATIONAL SEQUENCING SYSTEM (CSOSS) COMNAVSURFPAC/COMNAVSURFLANT 4790.9	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) NWP 1-03.1 (Thru Change-2)	
NSTM 430, Interior Communications Installations NTSM 430	



## Interior Communications Electrician Senior Chief Petty Officer (Master)

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Combat Systems Senior Enlisted (725A) <sup>1</sup>	VIRGINIA BEACH VA	J-500-2104	12 days	
Command Senior Chief (CMDCS) (8CSC) <sup>1</sup>	Newport, RI	A-570-4500	12 days	
3-M Systems Coordinator/Inspector (811A) <sup>1</sup>	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
Command Climate Specialist (809A) <sup>1</sup>	Patrick AFB, FL	A-500-0612	110 days	
Navy Drug and Alcohol Abuse Counselor (L40A) <sup>1</sup>	San Diego, CA	B-302-0001	72 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (8RDC)	Great Lakes, IL	A-012-0037	87 days	

<sup>1</sup> - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
V68B - Integrated Voice Communications (STC-2) Technician <sup>1</sup>	San Diego, CA	A-623-0101	100 days	
V69B - MarCom Intergrated Voice Communications Technician <sup>1</sup>	San Diego, CA	A-623-0022	33 days	
V70B - Integrated Voice Communications (STC-3) Technician <sup>1</sup>	San Diego, CA	A-623-0002	40 days	
V73B - Gigabit Ethernet Data Multiplex System (GEDMS) Interior Communications <sup>1</sup>	Dam Neck, VA	A-102-0256	54 days	
V74B - Intergrated Voice Communications Network (IVCN) Maintenance <sup>1</sup>	San Diego, CA	A-623-0200	47 days	
V76B - Integrated Launch and Recovery Television Surveillance (ILARTS) System <sup>1</sup>	Great Lakes, IL	A-191-0011	124 days	
V77B - Shipboard Information, Training, and Education (SITE) Closed Circuit TV Technician <sup>1</sup>	Great Lakes, IL	A-191-0010	103 days	
V78B - Broadcast Engineering Technician <sup>1</sup>	Ft Meade, MD	S-198-0053	96 days	
753B - Stabilized Glide Slope Indicator System Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	C-670-2013	19 days	
V79B - Integrated Navigation and Tactical Plotting System (INTPS) Maintenance <sup>1</sup>	San Diego, CA	A-623-2751	33 days	
V80B - Fiber Optic Data Multiplex Technician (FODMS) <sup>1</sup>	Great Lakes, IL	A-670-0065	54 days	
754B - Vertical Short Take-off and Landing Optical Lens System (VSTOL OLS) <sup>1</sup>	Great Lakes, IL	A-670-0064	12 days	
755B - MCM Main Control Console Maintenance Tech <sup>1</sup>	Point Loma, CA	A-623-0010	35 days	
V81B - Improved Fresnel Lens Optical Landing System (IFLOLS) Maintenance Tech <sup>1</sup>	Lakehurst, NJ	C-670-2011	51 days	
V82B - NAMTS Interior Communications Repair Technician <sup>1 2</sup>	Norfolk, VA / Mayport, FL / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Bremerton, WA / Newport News, VA	V-623-4781	30 days Course is completed by JQR	
811A - 3-M Systems Coordinator/Inspector <sup>1</sup>	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
V92B - Shipboard Announcing Systems Maintenance <sup>1</sup>	San Diego, CA	A-623-0003	12 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Award of this NEC is based on documented completion of tasks for this skill, demonstration of advanced-level proficiency accomplished during hands-on training, and production work specified in the current Job Qualification Requirement (JQR) located at <https://navsea.navy.deps.mil/field/CNRMCM/NAMTS/jqrlib.aspx>

### JOB DESCRIPTION

Interior Communications Administrators manage large projects and provide watchstander training and mentorship to develop junior personnel; prepare progress reports and maintenance schedules for interior communications systems for and during overhaul periods; plan, staff, direct, and control multiple projects.

### RECOMMENDED BILLET ASSIGNMENTS

3rd Sea Tour (CONUS/OUTUS), 3rd Shore Tour(CONUS/OUTUS), DLCPO, 3MC at sea. Training Supervisor, Detailer, Inspector, Lead Instructor, Lead assessor. IC's spend about 65 percent of their time assigned to fleet units and 35 percent to shore stations.

Other opportunities:

- Command Senior Chief / SEA
- RDC
- CMEO/CCS
- DAPA
- CACO
- Joint Assignments
- GWOT Support Assignments
- Rating Lead

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
EAOS/EOS:	<input type="text"/>	PRD:	<input type="text"/>
SEA / SHORE:	<input type="text"/>	/	<input type="text"/>
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)			
Date Advanced:	<input type="text"/>	Eligible Advancement Date:	<input type="text"/>
Number of times up:	<input type="text"/>		
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
Date Last updated:	<input type="text"/>		
Command INDOC complete:	<input type="text"/>		

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab**  
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "Request Record on CD" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "ODC, OSR, PSR, ESR" link.
- b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "Data Problems" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMS, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMS login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at [https://www.osha.gov/dep/fap/eosh\\_toolkit.html](https://www.osha.gov/dep/fap/eosh_toolkit.html). It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF; or if Deployed, re-order your CD-ROM to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.osd.mil/usn/>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.



## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 305 Department Head		
3M 306 PQS		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Combat Systems Officer of the Watch (CSOOW)		
Engineering Officer of the Watch (EOOW)		
Engineering Duty Officer (EDO)		
303 Reaction Force Team Leader		
306 Antiterrorism Training Team Member		
Anti-Terrorism/Force Protection Team (Supervisor)		
CSOSS 304 Combat System Readiness Officer (CSRO)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Surface Warfare Specialist		
Enlisted Information Warfare Specialist (EIWS)		
Enlisted Information Warfare Specialist (EIWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365-B)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
<b>IC In-Rate</b>		
LSD 41 Class Interior Communications (IC) Electrical NAVEDTRA 43467-8 SERIES		
CRUDES Interior Communication (IC) Electrical NAVEDTRA 43409-8 SERIES		
LHD 1 Class Interior Communications (IC) Electrical NAVEDTRA 43521-8 SERIES		
LCC 19 Class Interior Communications (IC) Electrical NAVEDTRA 43132-8 SERIES		
CVN Non-Nuclear Interior Communications (IC) Electrical NAVEDTRA 43141-8 SERIES		
LHA 1 Class Interior Communication (IC) Electrical NAVEDTRA 43147-8 SERIES		
AS 39 Class Interior Communications (IC) Electrical NAVEDTRA 43161-8 SERIES		
<b>CSOSS</b>		
Combat Systems Officer of the Watch (CSOOW)		



Notes on Qualifications:

## NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

**Navy Retention and Career Development Tools** are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - <https://www.cool.osd.mil/usn/>

USMAP - <https://usmap.osd.mil/>

MilGears - <https://milgears.osd.mil/>

### CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IC-Interior Communications Electrician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	CertNexus (formerly Logical Operations)	Certified Internet of Things Practitioner (CloTP)	
E5	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Certified Alarm Security Technician (CAST)	
E3	Electronics Technicians Association, International (ETA-I)	Data Cabling Installer (DCI)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 2 (GCT2)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E6	Electronics Technicians Association, International (ETA-I)	Senior Certified Electronics Technician (CETsr)	
E4	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E4	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	International Association of Electrical Inspectors (IAEI)	National Certification Program for Construction Code Inspectors (NCPCCI) Electrical General (2B)	
E4	International Code Council (ICC)	Commercial Fire Alarm Plans Examiner I - CN	
E4	International Code Council (ICC)	Residential Fire Sprinkler Inspector/Plans Examiner - RF	
E4	InterNational Electrical Testing Association (NETA)	ETT Certified Assistant Level 2	
E6	InterNational Electrical Testing Association (NETA)	ETT Certified Senior Technician Level 4	
E5	InterNational Electrical Testing Association (NETA)	ETT Certified Technician Level 3	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level I	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level III	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level IV	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Inspection and Testing of Water-Based Systems - Level I	
E5	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level IV	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Designer - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level II	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level III	
E7	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level IV	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

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## Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IC-Interior Communications Electrician rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Audio-Video Repairer	
Central Office Repairer	
Computer Operator	
Electrician	
Electrician, Maintenance	
Maintenance Mechanic, Telephone	
Optical-Instrument Assembler (Optical Goods)	
Station Installer And Repairer	

**MilGears:** MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

### ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

### QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.

- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit <https://milgears.osd.mil/>.

**\*\*These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.\*\***

## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IC-Interior Communications Electrician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Audio and Video Technicians
Audiovisual Equipment Installers and Repairers
Bioinformatics Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical Engineers
Electricians
First-Line Supervisors of Construction Trades and Extraction Workers
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Office and Administrative Support Workers
General and Operations Managers
Government Property Inspectors and Investigators
Radio, Cellular, and Tower Equipment Installers and Repairers
Regulatory Affairs Specialists
Security and Fire Alarm Systems Installers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Telephone Operators
Training and Development Specialists

Occupation (Federal Employer)
0382 - Telephone Operating Series
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
1084 - Visual Information Series
1361 - Navigational Information Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
3725 - Battery Repairing
9944 - Electronics Technician

**SkillBridge:** The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit <https://skillbridge.osd.mil/index.htm>.

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				



## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

## SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )  
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]  
Overall Score [redacted] / [redacted]  
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]  
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (SCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

**\*\* Various degree options are available in the Advanced Education section. \*\***

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**SCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

**SCPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**SCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
<b>Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**SCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRF-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**SCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1430.16F (With Change-1), Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve				
BUPERSINST 1610.10C (WITH CHANGE-2), Navy Performance Evaluation System				
Military Requirements, Basic (BMR)	Non-Resident Training Course	NAVEDTRA 14325		
NAVPERS 15665I, U.S. Navy Uniform Regulations				
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual				
OPNAVINST 3500.39C, Operational Risk Management (ORM)				
OPNAVINST 5354.1F (WITH CHANGE-1), Navy Equal Opportunity Policy				
OPNAVINST 5370.2C, Navy Fraternalization Policy				
SECNAVINST 1752.4B, Sexual Assault Prevention and Response				
The Bluejacket's Manual (Revision-24TH), The Bluejacket's Manual				
Naval Military Personnel Manual		NAVPERS 15560		
OPNAVINST 1720.4A, Suicide Prevention Program				
C-WAY User Guide, Career Waypoint (C-WAY) User Guide				
OPNAVINST 1700.10M, Sailor of the Year Program				

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."

## SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V COMFLTFORCOMINST 4790.3	
Electric Plant-General NAVSEA S9086-KC-STM-010/CH-300	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
Engineer Operational Sequencing Systems (EOSS) Manuals	
Improved Fresnel Lens Optical Landing System, MK13 MOD 0 NAVAIR 51-40ABA -21	
Stabilized Glide Slope Indicator (SGSI) MK1 MOD 0 NAVAIR 51-5B-2	
Interior Communications Electrician, Volume 01 NAVEDTRA 14120(A)	
Interior Communications Electrician, Volume 02 NAVEDTRA 14121(A)	
NEETS, Module 01--Matter, Energy, and Direct Current NAVEDTRA 14173A	
NEETS, Module 02--Alternating Current and Transformers NAVEDTRA 14174A	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement NAVEDTRA 14175A	
NEETS, Module 04--Electrical Conductors, Wiring Techniques and Schematic Reading NAVEDTRA 14176A	
NEETS, Module 05--Generators and Motors NAVEDTRA 14177A	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies NAVEDTRA 14178	
NEETS, Module 07--Solid-State Devices And Power Supplies NAVEDTRA 14179A	
NEETS, Module 08--Introduction To Amplifiers NAVEDTRA 14180	
NEETS, Module 13--Number Systems And Logic Circuits NAVEDTRA 14185A	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros NAVEDTRA 14187A	
NEETS, Module 16--Test Equipment NAVEDTRA 14188A	
NEETS, Module 19--The Technician's Handbook NAVEDTRA 14191	
NEETS, Module 20--Master Glossary NAVEDTRA 14192	
Wind Indicating Equipment Type F NAVSEA 0965-LP-108-9010	
Portable Storage And Dry Batteries NAVSEA S9086-KR-STM-010/CH-313	
Interior Communication Installations NAVSEA S9086-PA-STM-010/CH 430	
EM LOG MK 6 MOD 0-2, VOL 1 NAVSEA SE178-AL-MMM-010	
Ships' Maintenance and Material Management (3M) Manual NAVSEAINST 4790.8 Series	
Standard Organization and Regulations of the U.S. Navy (SORM) OPNAVINST 3120.32 Series	
Surface Force Training Manual COMNAVSURFORINST 3502.1C	
COMNAVSURFPACT/COMNAVSURFLANT 4790.1 SERIES	
COMNAVSURFPACT/COMNAVSURFLANT 4790.2	
TELEVISION DIRECT-TO-SAILOR (TV-DTS) ANTENNA SYSTEM EE130-C1-MMC-010	
Blueprint Reading and Sketching NAVEDTRA 14040A	
Electrician's Mate Rating Manual NAVEDTRA 14344	
SHIPBOARD INFORMATION, TRAINING, AND ENTERTAINMENT (SITE) SYSTEM AN/UXQ-18 NAVSEA SE101-B8-OMP-010	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs OPNAVINST 5100.19E	
Tag-Out Users Manual NAVSEA S0400-AD-URM-010/TUM	
SNTM CHAPTER 408 FIBER OPTIC TOPOLOGY, OP MAINT & REPAIR S9086-PF-STM-010	
SITE 400 AN/UXQ-19 SE101-B9-OMP-010/SITE 400	
DIGITAL ELECTRONIC SHIPS COURSE INDICATOR SN577-AB-MMO-010	
MILITARY HANDBOOK, SYNCHROS MIL-HDBK-225A	
STANDARD MAINTENANCE PRACTICES MINITURE/MICROMINITURE (2M) ELECTRONIC ASSEMBLY REPAIR NAVSEA SE004-AK-TRS-010/2M (REVISION-4)	
Inspections, Tests, Records, & Reports NSTM 090	
60 HERTZ MAIN SWITCHBOARD TECHNICAL MANUAL FOR DDG-51 THROUGH DDG-54 CLASS SHIPS S9324-DK-MMA-010	
WSN-7 S9427-AN-OMP-010/WSN-7	
DETECTOR SYSTEM, GAS, HYDROGEN SURLFIDE (H2S) (MODEL 1400) S9550-B7-MMA-010	
DIGITAL DEAD RECKONING TRACER AND DEAD RECKONING TRACERS, MK 6 MOD 4E AND MK 6 MODS 4B/4C SE170-AN-MMF-010	
SALINITY INDICATING EQUIPMENT SN576-AE-MMA-010	
IMPLEMENTATION AND UTILIZATION OF THE COMBAT SYSTEM OPERATIONAL SEQUENCING SYSTEM (CSOSS) COMNAVSURFPAC/COMNAVSURFLANT 4790.9	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) NWP 1-03.1 (Thru Change-2)	
NSTM 430, Interior Communications Installations NTSM 430	



## Interior Communications Electrician Master Chief Petty Officer (Master)

NAME: \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Combat Systems Senior Enlisted (725A) <sup>1</sup>	VIRGINIA BEACH VA	J-500-2104	12 days	
Command Master Chief (CMC)/Chief of the Boat (COB) (8CMC) <sup>1</sup>	Newport, RI	A-570-4500	12 days	
3-M Systems Coordinator/Inspector (811A) <sup>1</sup>	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
Command Climate Specialist (809A) <sup>1</sup>	Patrick AFB, FL	A-500-0612	110 days	
Navy Drug and Alcohol Abuse Counselor (L40A) <sup>1</sup>	San Diego, CA	B-302-0001	72 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (8RDC)	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.



## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
V68B - Integrated Voice Communications (STC-2) Technician <sup>1</sup>	San Diego, CA	A-623-0101	100 days	
V69B - MarCom Intergrated Voice Communications Technician <sup>1</sup>	San Diego, CA	A-623-0022	33 days	
V73B - Gigabit Ethernet Data Multiplex System (GEDMS) Interior Communications <sup>1</sup>	Dam Neck, VA	A-102-0256	54 days	
V74B - Intergrated Voice Communications Network (IVCN) Maintenance <sup>1</sup>	San Diego, CA	A-623-0200	47 days	
V76B - Integrated Launch and Recovery Television Surveillance (ILARTS) System <sup>1</sup>	Great Lakes, IL	A-191-0011	124 days	
V77B - Shipboard Information, Training, and Education (SITE) Closed Circuit TV Technician <sup>1</sup>	Great Lakes, IL	A-191-0010	103 days	
V78B - Broadcast Engineering Technician <sup>1</sup>	Ft Meade, MD	S-198-0053	96 days	
753B - Stabilized Glide Slope Indicator System Maintenance <sup>1</sup>	Norfolk, VA / San Diego, CA	C-670-2013	19 days	
V79B - Integrated Navigation and Tactical Plotting System (INTPS) Maintenance <sup>1</sup>	San Diego, CA	A-623-2751	33 days	
V80B - Fiber Optic Data Multiplex Technician (FODMS) <sup>1</sup>	Great Lakes, IL	A-670-0065	54 days	
754B - Vertical Short Take-off and Landing Optical Lens System (VSTOL OLS) <sup>1</sup>	Great Lakes, IL	A-670-0064	12 days	
755B - MCM Main Control Console Maintenance Tech <sup>1</sup>	Point Loma, CA	A-623-0010	35 days	
V81B - Improved Fresnel Lens Optical Landing System (IFLOLS) Maintenance Tech <sup>1</sup>	Lakehurst, NJ	C-670-2011	51 days	
V82B - NAMTS Interior Communications Repair Technician <sup>1 2</sup>	Norfolk, VA / Mayport, FL / San Diego, CA / Pearl Harbor, HI / Agana, Guam / Bremerton, WA / Newport News, VA	V-623-4781	30 days Course is completed by JQR	
811A - 3-M Systems Coordinator/Inspector <sup>1</sup>	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
805A - Navy Instructor Training Course (NITC) <sup>1</sup>	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

2 - Award of this NEC is based on documented completion of tasks for this skill, demonstration of advanced-level proficiency accomplished during hands-on training, and production work specified in the current Job Qualification Requirement (JQR) located at <https://navsea.navy.deps.mil/field/CNPMC/NAMTS/jqrlib.aspx>

### JOB DESCRIPTION

Interior Communications Administrators manage large projects and provide watchstander training and mentorship to develop junior personnel; prepare progress reports and maintenance schedules for interior communications systems for and during overhaul periods; plan, staff, direct, and control multiple projects.

### RECOMMENDED BILLET ASSIGNMENTS

4th Sea Tour (CONUS/OUTUS), 4th Shore Tour (CONUS/OUTUS), DLCPO, 3MC at sea. Training Supervisor, Detailer, Inspector, Lead Instructor, Lead assessor. IC's spend about 65 percent of their time assigned to fleet units and 35 percent to shore stations.

Other opportunities:

- Command Master Chief / SEA
- RDC
- Instructor/Facilitator
- CMEC/CCS
- DAPA
- CACO
- Joint Assignments
- GWOT Support Assignments

**PERSONAL AND PROFESSIONAL DEVELOPMENT**  
(Completed at reporting 60 day Career Development Board)

Command Address:	<input type="text"/>	QD Phone Number:	<input type="text"/>
Mobilization UIC:	<input type="text"/>		
Naval Reserve Activity:	<input type="text"/>		
Commanding Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Executive Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Command Master Chief:	<input type="text"/>	Phone Number:	<input type="text"/>
Department Head:	<input type="text"/>	Phone Number:	<input type="text"/>
Division Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Leading Chief Petty Officer:	<input type="text"/>	Phone Number:	<input type="text"/>
Sponsor/Mentor:	<input type="text"/>	Phone Number:	<input type="text"/>
Depart/Division Career Counselor:	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Initial Entry to Military Service (DIEMS):	<input type="text"/>	Date of Initial Entry Reserve Forces (DIERF):	<input type="text"/>
Pay Entry Base Date (PEBD):	<input type="text"/>		
ADSD:	<input type="text"/>	Report Date:	<input type="text"/>
		EAOS/EOS:	<input type="text"/>
		PRD:	<input type="text"/>
		SEA / SHORE:	<input type="text"/> / <input type="text"/>
HYT Date:	<input type="text"/>	Security Clearance Level:	<input type="text"/>
		Date Last updated:	<input type="text"/>
Command INDOC complete:	<input type="text"/>		

**CAREER DEVELOPMENT BOARDS:**

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month:  48 Month:  60 Month:

Family Care Plan:  Mil to Mil:

Sailor 360:  Special Program:  Member Request:

HYT 24 months (Date):  HYT Waiver Date:  ☐ Approve ☐ Disapprove

Transfer:  Separation:  Fleet Reserve Retirement Options:

Physical Fitness Test Failure:  Career Status Bonus (election message received):

Overseas Tour Extension Incentives Program (OTEIP):

**Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):**

Commissioning Programs Applications:  (prior to submission, command endorsement):

Medical Enlisted Commissioning Program (MECP):  Medical Service Corps In-service Procurement:

Officer Candidate School:  Limited Duty Officer:  Chief Warrant Officer:

## QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 306		
3M 307		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Combat Systems Officer of the Watch (CSOOW)		
Engineering Officer of the Watch (EOOW)		
Engineering Duty Officer (EDO)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Surface Warfare Specialist		
Enlisted Information Warfare Specialist (EIWS)		
Enlisted Information Warfare Specialist (EIWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365-B)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)

Notes on Qualifications:

## NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT TOOLS

**Navy Retention and Career Development Tools** are web-based applications designed to support and enhance Sailor career management, retention and professional/personal development. Specifically, these tools are designed to assist in Sailor professionalization, advancement, retention, cross rating, and transitioning. Use of these tool allows Career Counselors to provide better guidance on education, professional growth, career requirements and opportunities to individuals in the Navy and for Sailors to take an active role in their professional development and career management. These tools include:

Navy COOL - <https://www.cool.osd.mil/usn/>

USMAP - <https://usmap.osd.mil/>

MilGears - <https://milgears.osd.mil/>

### CREDENTIALING

**Navy Credentialing Opportunities On-Line (Navy COOL):** Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

The following certifications and licenses are applicable to the IC-Interior Communications Electrician rating. *They may require additional education, training or experience.*

For more information about these credentials, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
	CertNexus (formerly Logical Operations)	Certified Internet of Things Practitioner (CloTP)	
E5	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-I)	Certified Alarm Security Technician (CAST)	
E3	Electronics Technicians Association, International (ETA-I)	Data Cabling Installer (DCI)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 2 (GCT2)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E6	Electronics Technicians Association, International (ETA-I)	Senior Certified Electronics Technician (CETsr)	
E4	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E4	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician (WCM)	
E4	International Association of Electrical Inspectors (IAEI)	National Certification Program for Construction Code Inspectors (NCPCCI) Electrical General (2B)	
E4	International Code Council (ICC)	Commercial Fire Alarm Plans Examiner I - CN	
E4	International Code Council (ICC)	Residential Fire Sprinkler Inspector/Plans Examiner - RF	
E4	InterNational Electrical Testing Association (NETA)	ETT Certified Assistant Level 2	
E6	InterNational Electrical Testing Association (NETA)	ETT Certified Senior Technician Level 4	
E5	InterNational Electrical Testing Association (NETA)	ETT Certified Technician Level 3	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level I	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level III	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level IV	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level II	
E4	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Inspection and Testing of Water-Based Systems - Level I	
E5	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level III	
	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Special Hazards Suppression Systems - Level IV	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Designer - Level II	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level I	
	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level II	
E6	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level III	
E7	National Institute for Certification in Engineering Technologies (NICET)	Security Systems: Video Security Systems Technician - Level IV	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	

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## Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

\* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

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**Leader Credentialing:** The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
International Institute of Business Analysis (IIBA)	Certification of Capability in Business Analysis (CCBA)	
International Institute of Business Analysis (IIBA)	Certified Business Analysis Professional (CBAP)	
International Institute of Business Analysis (IIBA)	IIBA Agile Analysis Certification (IIBA-AAC)	
International Institute of Business Analysis (IIBA)	IIBA Certification in Business Data Analytics (IIBA-CBDA)	
McAfee Institute	Certified Executive Leader (CEL)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	

**United Services Military Apprenticeship Program (USMAP):** USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the IC-Interior Communications Electrician rating.

For more information about these apprenticeships, visit USMAP at <https://usmap.osd.mil/index.htm>.

Apprenticeship	Date Completed
Audio-Video Repairer	
Central Office Repairer	
Computer Operator	
Electrician	
Electrician, Maintenance	
Maintenance Mechanic, Telephone	
Optical-Instrument Assembler (Optical Goods)	
Station Installer And Repairer	

**MilGears:** MilGears leverages the COOL platform to provide Service members with a personalized, self-assessment of the individual's military training & experience and off-duty education & credentialing, for the purposes of providing recommendations and next steps to pursue and achieve industry credentialing, in-service advancement, and ultimately post-service employment. Use MilGears to build a comprehensive record that captures all the learning, experience, and related skills you've gained to support preparation for career advancement. MilGears will provides multiple search methods to find credentials that can help build your subject matter expertise related to your military career, as well as prepare you for a career after transition. Use your time in service to pursue certifications, education, and experience that can help you achieve your goals.

Of the several tools found on MilGears, the two most common that Sailors would use are the Engage My Career Tool and the Quick Explorer Tool.

### ENGAGE MY CAREER TOOL

The Engage My Career (EMC) Tool, available from the MilGears home page, analyzes your unique history to provide customized results. The EMC Tool looks at what you've done in the military to date by guiding you through a series of questions that collect information such as: your rating, pay grade, duty station history, training, NECs, qualifications (applicable to Mariner careers), and civilian education or credentials. The EMC Tool then takes this information and helps you determine your best path forward by showing you the possible occupation options you may be eligible for based on your current experience.

Customized output includes:

- Civilian occupations that may be attainable or nearly attainable.
- Apprenticeships, certifications, and education that can help you fill training gaps or that could make you more competitive in the job market.
- How You Stack Up - a detailed view of how you compare to the typical requirements for civilian occupations and credentials.
- Next Steps - recommendations to fill gaps to enter an occupational field.

### QUICK EXPLORER TOOL

The Quick Explorer Tool, available from the MilGears home page, allows Service members to explore occupations without uploading personal information.

The following areas are available for exploration:

- Credentials - explore pathways related to a specific credential such as a degree, a certification, a USMAP apprenticeship or a federal license.
- Career Goals - explore pathways based on career goals through job family, industry and more.

- Military Occupation - explore pathways by MOC to view 'best-fit' pathways based your military occupation. Pathways include academic, industry, apprenticeship, cross-rate opportunities, and post-service employment opportunities.
- Interests - answer a series of questions designed to discover your personal interests and connect them to career pathways.

For more information about these MilGears tools, visit <https://milgears.osd.mil/>.

**\*\*These Navy Retention and Career Development Tools web-based applications may be available to Sailors who change their Navy affiliation from the Navy active component to affiliation with the Navy Reserve component.\*\***



## POST MILITARY OCCUPATIONS

The following post military occupations are similar to the IC-Interior Communications Electrician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.osd.mil/usn/>.

Occupation (Civilian Employer)
Audio and Video Technicians
Audiovisual Equipment Installers and Repairers
Bioinformatics Technicians
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical Engineers
Electricians
First-Line Supervisors of Construction Trades and Extraction Workers
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Office and Administrative Support Workers
General and Operations Managers
Government Property Inspectors and Investigators
Radio, Cellular, and Tower Equipment Installers and Repairers
Regulatory Affairs Specialists
Security and Fire Alarm Systems Installers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Telephone Operators
Training and Development Specialists

Occupation (Federal Employer)
0382 - Telephone Operating Series
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
1084 - Visual Information Series
1361 - Navigational Information Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
3725 - Battery Repairing
9944 - Electronics Technician

**SkillBridge:** The Navy's SkillBridge program is an opportunity for Sailors to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. SkillBridge connects Sailors with industry partners in real-world job experiences. For Sailors SkillBridge provides an invaluable chance to work and learn in civilian career areas. For industry partners SkillBridge is an opportunity to access and leverage the world's most highly trained and motivated workforce at no cost. Sailors participating in SkillBridge receive their military compensation and benefits, and industry partners provide the training and work experience.

Each Navy command establishes local SkillBridge participation procedures.

For more information about these SkillBridge opportunities, visit <https://skillbridge.osd.mil/index.htm>.

## STAY NAVY

### AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):  Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

### RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation):  Bonus:  Ceremony:

### AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

### AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

### AC/FTS TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
MNA <input type="text"/>	MNA <input type="text"/>	MNA <input type="text"/>	Accept Orders <input type="text"/>	Screening <input type="text"/>
Exception Family Member <input type="text"/>	Exception Family Member <input type="text"/>	Eval <input type="text"/>	Reverse Sponsor <input type="text"/>	Obligate <input type="text"/>
Mil to Mil <input type="text"/>			Relocation (FFSC) <input type="text"/>	Bonus <input type="text"/>
Family Care Plan <input type="text"/>			Medical/Dental <input type="text"/>	
Continuous Overseas Tours (COT) <input type="text"/>				
Overseas Tour Extension Incentive Program (OTEIP) <input type="text"/>				

## SELRES TRANSFER:

<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>3 Months</u>	<u>Orders Received</u>
MNA [redacted] (verify account access)	MNA [redacted] (extend in current field)	MNA [redacted] (apply for billets)	MNA [redacted] (apply for billets)	Sign Eval [redacted]
Family Care Plan [redacted]		Start Eval [redacted]		
Mil to Mil [redacted]		Reverse Sponsor [redacted]		
		Incentives/EOS opportunities [redacted]		

For additional assistance in transfer and relocation, go to the Military OneSource website:  
<https://www.militaryonesource.mil/> and visit your Fleet and Family Support Center on base.

## SEPARATING/RETIRE\*:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
TAP* [redacted]	MED/DEN [redacted]	Copy of Records [redacted]	Copy of Records [redacted]
Complete DD 2648 [redacted]	Relocation [redacted]	Official Record CD [redacted]	PSD [redacted]
Transition Planning [redacted]	Relocation Services (FFSC) [redacted]	Arrange Ceremony [redacted]	MED/DEN [redacted]
Annual Statement of Service History (ASOSH) [redacted] <i>Reserve Only</i>	Reserve Affiliation [redacted]	Request Leave / PTDY [redacted]	DD 214* [redacted]
	VA/DVA [redacted]		

\*Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.

## PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height [redacted] Weight [redacted] If Required (AC [redacted] BCA [redacted] )  
Last 2 PRT Cycles: Forearm Plank [redacted] / [redacted] Push-ups [redacted] / [redacted] Run/Swim/Cardio [redacted] / [redacted]  
Overall Score [redacted] / [redacted]  
List date (if) any PRT/BCA failure(s) over the last 5 years [redacted] / [redacted]  
List if any Medical Waiver(s) [redacted] / [redacted]

For more information on Navy Fitness, visit: [https://www.public.navy.mil/bupers-npc/support/21st\\_Century\\_Sailor/physical/Pages/default2.aspx](https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx)

## PROFESSIONAL MILITARY EDUCATION (MCPO)

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)**

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

\*\* Various degree options are available in the Advanced Education section. \*\*

Goal: Date: AA/AS  BA/BS  Master   
(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits  American Council on Education (ACE) recommended credits

Joint Service Transcripts (JST)

HS Transcripts  College Transcripts

Date Degree Obtained: AA/AS  BA/BS  Master  Doctorate

For entry into JST, have your College/University send official transcripts to:  
Naval Education and Training Command N644  
JST Operation Center  
6490 Saufley Field Road  
Pensacola, FL 32509  
Email: [JST@DODED.mil](mailto:JST@DODED.mil)

**VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website <https://www.dantes.doded.mil/>**

NCPACE  CLEP  DSST  TA

MGIB  MGIB-SR  Post 9/11 GIB  AEV

**MCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hrs	
Senior Enlisted Academy <sup>4</sup>	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Sexual Assault Prevention and Response Awareness (SAPR) <sup>3</sup>	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention <sup>3</sup>	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level 1 <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

**MCPO REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None				

**MCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders <sup>4</sup>	TWMS		1 hour	
<b>Recommended General Military Training Topics For FY 2022 (Delivery determined by command discretion) <sup>1</sup></b>				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I <sup>2</sup>	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management <sup>3</sup>	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

4 - Required for selection board members and recorders

**Courses with Recommended Reserve Points:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy e-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy e-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**MCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRF-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRF-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRF-MS101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):  
[https://private.navyreserve.navy.mil/NRPDC/Pages/NRH\\_Default.aspx](https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx)

**MCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1430.16F (With Change-1), Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve				
BUPERSINST 1610.10C (WITH CHANGE-2), Navy Performance Evaluation System				
Military Requirements, Basic (BMR)	Non-Resident Training Course	NAVEDTRA 14325		
NAVPERS 15665I, U.S. Navy Uniform Regulations				
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual				
OPNAVINST 3500.39C, Operational Risk Management (ORM)				
OPNAVINST 5354.1F (WITH CHANGE-1), Navy Equal Opportunity Policy				
OPNAVINST 5370.2C, Navy Fraternalization Policy				
SECNAVINST 1752.4B, Sexual Assault Prevention and Response				
The Bluejacket's Manual (Revision-24TH), The Bluejacket's Manual				
Naval Military Personnel Manual		NAVPERS 15560		
OPNAVINST 1720.4A, Suicide Prevention Program				
C-WAY User Guide, Career Waypoint (C-WAY) User Guide				
OPNAVINST 1700.10M, Sailor of the Year Program				

## NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit <https://www.navy.mil/CNO-Professional-Reading-Program/>

### READINESS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/">https://www.navy.mil/CNO-Professional-Reading-Program/Readiness/</a> for more information.		
Foundational	Advanced	Capstone
Ghost Fleet – <i>Singer</i>	Matterhorn - <i>Marlantes</i>	Leaders Eat Last - <i>Sinek</i>
Guide to Maritime Strategy – <i>Holmes</i>	Red Star Over the Pacific - <i>Holmes &amp; Yoshihara</i>	Mindset: Psych of Success - <i>Dweck</i>
Neptune's Inferno - <i>Hornfischer</i>	Seapower: Guide for 21st Century - <i>Till</i>	The Infinite Game - <i>Sinek</i>
Six Frigates – <i>Toll</i>	The Leader's Bookshelf - <i>Stavridis</i>	What is it Like to go to War - <i>Marlantes</i>

### CAPABILITIES

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/">https://www.navy.mil/CNO-Professional-Reading-Program/Capabilities/</a> for more information.		
Foundational	Advanced	Capstone
AI Basics - <i>Taulli</i>	Fifth Domain: Cyber - <i>Clarke</i>	Deep Thinking: AI - <i>Kasparov</i>
Army of None - <i>Scharre</i>	Human Compatible - <i>Russell</i>	Four Global Forces - <i>Dobbs</i>
Burn-In - <i>Singer</i>	New Rules of War - <i>McFate</i>	Genius Weapons - <i>DeMonte</i>
The Future of War - <i>Freedman</i>	The Perfect Weapon - <i>Sanger</i>	Inevitable - <i>Kelly</i>
The Next 100 Years - <i>Friedman</i>		

### CAPACITY

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/">https://www.navy.mil/CNO-Professional-Reading-Program/Capacity/</a> for more information.		
Foundational	Advanced	Capstone
Fearless-SEAL Team Six - <i>Blehm</i>	American Naval Thinking - <i>Haynes</i>	End of Grand Strategy - <i>Dombrowski</i>
One Nation Under Drones - <i>Jackson</i>	Fleet Tactics - <i>Hughes</i>	Our Robots Our Selves - <i>Mindell</i>
The Fleet at Flood Tide - <i>Hornfischer</i>	Just and Un-Just Wars - <i>Walzer</i>	Second Most Powerful Man - <i>O'Brien</i>
Tin Can Sailors - <i>Hornfischer</i>	Seapower - <i>Stavridis</i>	The Future of Violence - <i>Wittes</i>

### SAILORS

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/">https://www.navy.mil/CNO-Professional-Reading-Program/Sailors/</a> for more information.		
Foundational	Advanced	Capstone
Dichotomy of Leadership - <i>Willink</i>	A Tactical Ethic - <i>Couch</i>	Fortune Favors Boldness - <i>Costello</i>
Ego is the Enemy - <i>Holiday</i>	Character Gap - <i>Miller</i>	No Pity - <i>Shapiro</i>
How to be an Anti-Racist - <i>Kendi</i>	Fed Up - <i>Hartley</i>	Road to Character - <i>Brooks</i>
Tiny Habits - <i>Fogg</i>	Military Ethics - <i>Lucas</i>	The Honest Truth about Dishonesty - <i>Aire</i>
We Can't Talk About That at Work - <i>Winters</i>	Sexual Minorities and Politics - <i>Pierceson</i>	The New Jim Crow - <i>Alexander</i>
	Start with Why - <i>Sinek</i>	

### MCPON's Suggested Reading

Visit <a href="https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/">https://www.navy.mil/CNO-Professional-Reading-Program/MCPON-Suggested-Reading/</a> for more information.		
Master Chief Petty Officer of the Navy (MCPON) Russell Smith identified these 21 additional books as suggested reading.		
A Call to Conscience - <i>Carson, Shepard, Young</i>	Happiness Advantage - <i>Achor</i>	Starship Troopers - <i>Heinlein</i>
Blink: Power of Thinking - <i>Gladwell</i>	Jonathan L. Seagull - <i>Bach</i>	Team of Teams - <i>McChrystal, Collins, Silverman, Fussell</i>
Brave New World - <i>Huxley</i>	Only Women in the Room - <i>Benedict</i>	The Captain Class - <i>Walker</i>
Cannonball! - <i>Yates</i>	Overcome - <i>Redman</i>	The Good Shepherd - <i>Forester</i>
Class 11 - <i>Waters</i>	Perform Under Pressure - <i>Evans</i>	The Old Man's Trail - <i>Campbell</i>
Descent Into Darkness - <i>Raymer</i>	Run Silent, Run Deep - <i>Beach</i>	Tragedy at Honda Point - <i>Lockwood</i>
Duty: A Memoir - <i>Gates</i>	Shoot the Women First - <i>MacDonald</i>	We Die Alone - <i>Howarth</i>

Nearly 200 years ago, the Navy ordered its ships be outfitted with a reading list of 37 books in order to help train and educate Sailors. The Navy's leaders knew then what is still the case today: to outthink our competitors we must study and apply lessons we've learned from our past. Furthermore, it is critically important for our Navy to be a learning organization. And one of the very best ways to do that is to foster an environment where every Sailor deepens their level of understanding and learning.

That is why we launched an updated Chief of Naval Operations Professional Reading Program (CNO-PRP) reading list, with a motto of "Read Well to Lead Well."



## MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Joint Fleet Maintenance Manual (JFMM) Vol. V COMFLTFORCOMINST 4790.3	
Electric Plant-General NAVSEA S9086-KC-STM-010/CH-300	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
Engineer Operational Sequencing Systems (EOSS) Manuals	
Improved Fresnel Lens Optical Landing System, MK13 MOD 0 NAVAIR 51-40ABA -21	
Stabilized Glide Slope Indicator (SGSI) MK1 MOD 0 NAVAIR 51-5B-2	
Interior Communications Electrician, Volume 01 NAVEDTRA 14120(A)	
Interior Communications Electrician, Volume 02 NAVEDTRA 14121(A)	
NEETS, Module 01--Matter, Energy, and Direct Current NAVEDTRA 14173A	
NEETS, Module 02--Alternating Current and Transformers NAVEDTRA 14174A	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement NAVEDTRA 14175A	
NEETS, Module 04--Electrical Conductors, Wiring Techniques and Schematic Reading NAVEDTRA 14176A	
NEETS, Module 05--Generators and Motors NAVEDTRA 14177A	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies NAVEDTRA 14178	
NEETS, Module 07--Solid-State Devices And Power Supplies NAVEDTRA 14179A	
NEETS, Module 08--Introduction To Amplifiers NAVEDTRA 14180	
NEETS, Module 13--Number Systems And Logic Circuits NAVEDTRA 14185A	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros NAVEDTRA 14187A	
NEETS, Module 16--Test Equipment NAVEDTRA 14188A	
NEETS, Module 19--The Technician's Handbook NAVEDTRA 14191	
NEETS, Module 20--Master Glossary NAVEDTRA 14192	
Wind Indicating Equipment Type F NAVSEA 0965-LP-108-9010	
Portable Storage And Dry Batteries NAVSEA S9086-KR-STM-010/CH-313	
Interior Communication Installations NAVSEA S9086-PA-STM-010/CH 430	
EM LOG MK 6 MOD 0-2, VOL 1 NAVSEA SE178-AL-MMM-010	
Ships' Maintenance and Material Management (3M) Manual NAVSEAINST 4790.8 Series	
Standard Organization and Regulations of the U.S. Navy (SORM) OPNAVINST 3120.32 Series	
Surface Force Training Manual COMNAVSURFORINST 3502.1C	
COMNAVSURFPACT/COMNAVSURFLANT 4790.1 SERIES	
COMNAVSURFPACT/COMNAVSURFLANT 4790.2	
NSTM 430, Interior Communications Installations NTSM 430	



## ALL PAYGRADES VOLUNTARY EDUCATION



**Note:** Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

**You must complete the Tuition Assistance Training before your first course will be approved.**

**Complete the online courses at the Navy College Website: <http://www.navycollege.navy.mil/>**

### How do I get started?

You already have. All your training up to this point is part of your Interior Communications Electrician Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there: Traditional or Online? What are my next steps: Transfer credits, take exams, have experience evaluated, or sign up for new courses?

### RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR IC

Recommended Associates' degrees for the Seaman
Instrumentation Technology/Technician

### RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR IC

Recommended Bachelors/Masters degrees for the Seaman
Instrumentation Technology/Technician

## GENERAL INFORMATION ON VOLUNTARY EDUCATION

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### The Navy College Program & Web Page:

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's - Recruiting, Readiness, Retention, and Respect - the NCP signifies Navy's commitment to education by improving enlistment appeal; demonstrating Navy service and achieving a college degree are compatible; helping Sailors apply themselves to new situations and challenges and better preparing them for advancement; building up Sailors' self-image; and producing higher quality Sailors.

- More information is available online at: <https://www.navycollege.navy.mil>

### Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: <https://www.navycollege.navy.mil>

### Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

### The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

### Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

### College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system. For specific testing locations visit the DANTES website.

- Navy College Program: <https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm>
- DANTES: <http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html>

### College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): <http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm>
- DANTES (ACT SAT): <http://www.dantes.doded.mil/examinations/college-admissions/act.html>

## SAMPLE DEGREE PLAN

	<b>Florida Community College</b> <b>NCPDLP ROADMAP</b>	
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### A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

#### RATING:

**Other Degree Requirements:**    *Remediation / SLS / Pre-reqs if Needed*  
    *Residency: 25% coursework must be completed at FCCJ (in-class or DL).*

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
<b>~GENERAL EDUCATION</b>								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
<b>~PROFESSIONAL COURSES</b>								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
<b>~PROFESSIONAL ELECTIVES - minimum 24 hours</b>								
	E3	E4	E5	E6	E7	E8	E9	
<b>ACE Recommended from MOS / Rate:</b>								
Military Credits	7	13	13	17	16	16	16	
<b>Credit from Service School:</b>								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
<b>Total Elective Hours</b>	9	15	15	19	18	18	18	
<b>Total Credits Awarded *</b>	9	15	15	22	24	24	24	
<b>TOTAL CREDITS NEEDED (60 s.h.)</b>	51	45	45	38	36	36	36	

\* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, [military@fccj.edu](mailto:military@fccj.edu).

**Florida Community College**  
**Military Education Institute**  
**601 West State Street**  
**Jacksonville, FL 32202**  
**800-700-2795**  
**Email: [military@fccj.edu](mailto:military@fccj.edu)**

**FAX: 904-632-5073**

## REFERENCES

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### Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878L
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

### Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

### Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

### Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156



## **Advancement & Service Schools:**

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

## **Education Advancement & Service Schools:**

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

## **Diversity, Equity and Inclusion, and Anti-Extremism:**

- Diversity, Equity and Inclusion: <https://diversity.defense.gov>
- DOD Diversity and Inclusion Management Program DODI 1020.05(series)

## **Other Quick References:**

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2